

NIPISSING UNIVERSITY STUDENT UNION



Board of Directors Meeting Minutes – Nipissing University Student Union

Thursday, June 27th, 2019 – 5:00 p.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



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purposes.

Board of Directors Meeting Minutes – Nipissing University Student Union

Thursday, June 27th, 2019 – 5:00 p.m. – F214, Nipissing University

Call to Order – Thursday, June 27th, 2019

5:06 p.m. – Chairperson Hannah Mackie, President called the Board of Directors meeting to order.

1. Attendance/Land Acknowledgement

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

CHAIR / SPEAKER: Hannah Mackie – NUSU 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



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agenda, please make it known now.

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

3. Adoption of Agenda

MOTION: To adopt the agenda for the Board of Directors Meeting dated June 27th, 2019, as circulated.

*Moved by Shannon MacCarthy;
seconded by Tayler Sullivan.
Carried.*

Amendments:

Hannah Mackie requested to add closed session to the agenda.

*Moved by Tayler Sullivan;
seconded by Shannnon MacCarty.
Carried.*

4. Business Arising from the Minutes

Hannah Mackie addressed the questions raised at the May 31st 2019 Board of Directors meeting.

Hannah Mackie stated that the air conditioning in the Tahoe was fixed with last executives' team.

Tayler Sullivan stated that Warren Lindsay, Lee Rockburne, and herself have been starting to meet with last years' sponsors.

Hannah Mackie addressed the old Board of Director minutes not being posted on the website yet. Hannah Mackie stated that the Board of Directors minutes should be on the NUSU website and up to date. Natalie Muylaert mentioned to the Board that the website has not been updated to date. Hannah Mackie made an action point to herself to update the Board of Directors minutes on the website.

Patrick Bethune asked for clarification that the Tahoe's air conditioning was fixed with last years' budget.

Hannah Mackie answered that it was.



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6. Executive Committee Term Reports

a. Report From the President

MOTION #3: That the report from the President dated June 27th, 2019 be received.

*Moved by Hannah Mackie;
seconded by Shannon MacCarthy.
No noted abstentions.
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 June 27th, 2019 be received.

Charlotte Foster highlights that she is looking for volunteers for Shine Day, July 20th, 2019, and asked the board to advertise the tournament.

*Moved by Charlotte Foster;
seconded by Shannon MacCarthy.
No noted abstentions.
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 June 27th, 2019 be received.

*Moved by Tayler Sullivan;
seconded by Shannon MacCarthy.
No noted abstentions.
No noted opposition.
Carried.*

Natalie Muylaert's call cut out at 5:13 pm. The call resumed at 5:14 pm.

d. Report from the Vice-President Student Life



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MOTION #6: That the report from the Vice President Student Life dated June 27th, 2019 be received.

Shannon MacCarthy highlighted that she will be asking the Directors at Large to volunteer for the Block Party soon.

Patrick Bethune asked Shannon MacCarthy where the block party is mentioned in her report. Shannon MacCarthy answered saying it was under the heading titled “Block Party”.

Hannah Mackie stated that Shannon MacCarthy, Warren Lindsay, and Sarah McGowan have put a lot of work into planning the block party, and reaching out to community members. Hannah Mackie further stated that this event will attract community members to visit the university, and to build relationships.

Patrick Bethune asked for the date of the block party. Shannon MacCarthy answered that the date is Saturday, September 21st, 2019.

*Moved by Shannon MacCarthy;
seconded by Tayler Sullivan.
No noted abstentions.
No noted oppositions.
Carried.*

Natalie Muylaert mentioned that Kirsten Cartwright was having trouble joining the Skype call. Hannah Mackie then tried to call Kirsten Cartwright, but the call did not work.

7. Committee Reports

a. Audit & Finance Committee

No report. Tayler Sullivan stated that the meeting will be rescheduled for next week.

b. Elections Committee

No report. Hannah Mackie stated that there will be a meeting at the end of July to discuss Director- at- Large and Senate election. Hannah Mackie further stated that she is hoping to make changes to make the election process accessible for all and encourage students to run.

c. Executive Committee



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No report.

d. Governance Committee

No report. Hannah Mackie stated that there will be a meeting soon to follow. Hannah Mackie and Nicole Seeley have been working on updating policies. The meeting will also decide which policies are meant for the Board of Directors' approval, and which policies are operational. Hannah Mackie further stated that the meeting will also discuss updating the committee terms of reference.

e. Green Initiative Committee

No report.

f. Campaigns Committee

Patrick Bethune asked Charlotte Foster if the OSAP Student Voice Survey is all summer long. Hannah Mackie answered stating it was led by herself, and Sarah McGowan. The purpose of the OSAP Student Voice survey was to check in with students about the OSAP changes. Since there is only one survey, it is not considered a campaign.

g. Shine Committee

Charlotte Foster stated that the report was about Shine Ball and how to recruit volunteers. As the summer goes on, the committee will focus on Shine Day. After Shine Day, the committee will then focus on Shine events for the academic year.

h. Social Committee

No report. Shannon MacCarthy stated that the meeting will be rescheduled and will be discussing the block party.

Hannah Mackie stated that there are empty spaces on the committees, and asked Cherisee DaCosta if she would like to join any. Cherisee DaCosta was concerned about the time commitment due to her work schedule. Hannah Mackie answered by stating that Hannah Mackie will send Cherisee DaCosta an email with all of the available spots, and Cherisee Dacosta can



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decide from there if she would be able to join any committees.

8. New Business

No new business.

9. Question Period

Cherisee DaCosta asked the Board how the CFS legal action will affect our relationship with Nipissing University. Hannah Mackie answered stating that the CFS has launched legal action against the Student Choice Initiative. CFS had asked if they could directly contact Nipissing University, however, Hannah Mackie requested that the information be provided to herself, and Hannah Mackie will communicate with Nipissing University. There has been no information provided to date. Hannah Mackie further stated that Sami, our CFS contact, will be having a meeting with NUSU soon, and these concerns will be addressed. Hannah does not think it will affect our relationship with the university.

Cherisee DaCosta asked if anyone from the university has confirmed that it will not affect our relationship with the University.

Hannah Mackie answered saying in board meetings and in other professional settings, University members such as Casey Phillips, Ursula Boyer, and many other professionals have been working with us closely and have openly shared about our positive relationship.

Cherisee DaCosta asked for clarification if someone from CFS is coming soon.

Hannah Mackie answered stating that Sammi is meeting with us, and is the CFS exec that NUSU communicates with. The meeting will serve as an introduction meeting for the new execs.

Hannah Mackie will also address the concerns NUSU has at the meeting.

Cherisee DaCosta asked if there will be an update after the CFS meeting.

Hannah Mackie responded stating there can be an update. Hannah Mackie also further stated that Sammi will be asking about an opt-out method, however, the University does not know yet.

There will be an update provided at the next Board of Directors meeting.

Natalie Muylaert asked the Board when NUSU's administrative assistant will be returning to the office. Hannah Mackie stated that our administrative assistant has submitted their resignation.

Hannah Mackie and Tayler Sullivan are looking to fill the position in the fall, as NUSU has enough support during the summer months.



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Board of Directors meeting moved into closed session at 5:45 p.m. on Thursday, June 27th, 2019.

Board of Directors meeting moved into closed session at 5:47 p.m. on Thursday, June 27th, 2019.

10. **Adjournment**

MOTION #7: That the meeting of the Board of Directors dated June 27th, 2019 be adjourned.

5:38 pm – Meeting adjourned.

*Moved by Patrick Bethune;
seconded by Shannon MacCarthy.
Carried.*

Hannah Mackie, CHAIR

Charlotte Foster, Recording Secretary



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President's Report to the Board of Directors

Prepared By: Hannah Mackie
Thursday, June 27th, 2019

This Report:

- Meetings
- Events
- Other

This report will also be short, as I have just returned from Europe. The summer has been moving fast though, so there has been a lot in the last week and a half. A lot of my time has been coming back and building community relationships, and getting my hands into some bigger projects.

Meetings

The first couple of days back in the office has been spent catching up with each executive and department to see what has been happening day to day and also what needed my immediate attention.

We had a great meeting with Sarah Taylor from recruitment to talk about our relationship for the upcoming year and how we can work together towards our shared goals.

As an executive team we had dinner with Chancellor Paul Cook and his wife Karen. This was a great way to introduce the new executive and for him to hear what some of our plans were for the year and talk about important ways students and the North Bay community impact each other. He has always been a great support for NUSU and we look forward to continuing that relationship.

New Student Orientation is just around the corner and we are so excited to meet the new group of Lakers! There has been lots of planning and preparation put in by NUSU, and I am excited to administer the welcome session each day. Monday, I attended Session Zero, where the afternoon was used to do a dry run of the event to work out any kinks, and allow Nipissing staff and faculty experience what is being communicated to new students.



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Events

National Indigenous Peoples Day was on Friday, June 21st and we were able to attend both Nipissing's event on the Thursday before, and the event at the waterfront on the actual day.

Chamber After Hours was also attended by the whole executive with Sarah and Warren at the Capitol Centre last Thursday. This was hosted by the Indigenous Friendship Centre, where there was a showing of the documentary "Reconciliation on Bay St." This was very eye opening to many contemporary issues indigenous people face. There was also a variety of indigenous art displayed in the Kennedy Gallery, with a variety of speakers, including our own Dr. DeGagne.

Shannon has been working hard planning our kick off event for the year, and I have been so happy to be able to participate in the planning. This event will involve a lot of community outreach and am assisting in that aspect with Sarah and Warren.

Other

Other areas where I am working is ensuring that we have plans for programming and outputs for each of our ancillary fees. This involves assisting Charlotte with the calendar, and looking at what career resources we currently offer and how to amp it up.

I have also been starting to consider student engagement during the school year and the best way to build strong relationships with students.

Nicole, one of our summer interns has been hard at work assisting me with a policy review. I look forward to scheduling a governance committee meeting to look at all the changes we will be putting forward.

To Come

With NSO coming up we will be quite busy and out of the office, however in regard to the rest of the summer, the office as a whole is trying to get as much planning as we can



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done before the school year starts.



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

Prepared by: Charlotte Foster

Thursday, June 27th, 2019

The month of June has been busy planning campaign events, Shinerama, and attending the Canadian Federation of Students (CFS) national meeting. This report will outline what I have done within this past month.

In this Report

- Shinerama
- Campaigns
- CFS Conference
- Student Advocacy
- Sarah's Report
- Monthly Goals

Shinerama

Shine Ball will be held on July 20th from 9 am-5 pm. Currently, we have three teams who are interested, but have not yet completely registered. We are still looking for one more umpire, volunteers, and for more teams to sign up. If any board members have these connections, please feel free to email me. Lee and Warren have been successfully reaching out to sponsors. Currently we have an alcohol sponsor, and multiple prize sponsors.

Since I have arrived back from the Shinerama Conference I have been working on plans for Shine Day. I have been working closely with Shannon and Diane in regards to station locations, scheduling, and opening ceremonies. Further details will be disclosed when it is finalized.

Campaigns



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The campaigns committee has met twice since the last board meeting and has planned campaigns until the month of September. We are currently doing research on more event ideas and planning the final details. Allie and our intern Nicole have been working on graphics for the summer and the academic year for us to post throughout the year.

CFS Conference

For five days this month I attended the semi-annual CFS conference in Kanata, Ontario for five days. For this conference I went to the following meetings: Ontario Provincial meetings, Women's Constituency, Small Institutions Caucus, and Campaigns Forum. These meetings are to flag the needs of students to CFS national executives, and in return, the CFS executives provide resources and campaign ideas for schools to participate in.

The main topic during the Ontario Provincial meetings was the Student Choice Initiative. No new information was presented, other than their "We the Students" campaign is expanding nation wide. At the last Ontario meeting we had the chance to talk to other schools and to brainstorm how to advertise fees to their students. The common theme for schools in Ontario is to use social media to advertise fees.

The Women's Constituency meetings was a chance for us to discuss women's issues on campus.. The main topic of discussion was how to support female identified students on our campus.

For the Small Institutions Caucus meetings, there was talk about how the Student Choice Initiative may impact the smaller schools. There was also talk about how the CFS could support the smaller schools, as well as how to run successful events that are low budget.

During the Campaigns Forum meetings, the CFS National Executives provided a long list of new campaigns that they are hoping to launch. They have a general goal for their campaigns this year which is "to campaign around human rights issues with an environmental and financial needs approach." The main campaigns mentioned was the Green New Deal and the Time to be Bold campaign.



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Overall the CFS conference was an interesting experience, and was beneficial to learn about the campaigns, and what their short-term goals are for the following year.

Student Advocacy

There has not been any new student advocacy issues presented to NUSU at this time. I have been attending weekly meetings about student appeals which are going well.

Sarah's Report

Clean, Green, Beautiful North Bay

We are looking to do a clean up on campus in July and I am waiting to hear back from the Biology Department about facilitating it. We want Nipissing University and NUSU to be extremely engaged partners in this. Cristin Christopher has been great at working with us on many projects, including this one.

Community Engagement

We have made sure to keep up our community engagement including supporting Armed Forces Day, Timmies Camp Day, McHappy Day, MFRC Day, Bay Days, Poutine Fest, National Indigenous Peoples Day and the announcement of the economic impact Indigenous peoples have in North Bay. We have had great response from the community about our community engagement and have built great relationships due to it.

TP North Bay

Toilet Paper North Bay team collected 24,680 rolls of toilet paper which was distributed to 12 North Bay food banks including the NUSU Student Food Bank.

Political Landscape

Warren, Shannon, Mira and myself attended a luncheon with the Minister of Economic Development. Two days later there was a cabinet reshuffle and now Vic Fedeli, MPP of Nipissing-Timiskaming, holds that title. As I am on the Labour Market Group Board of Directors this will definitely allow us a further insight into the economic scale of not only



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North Bay but Northern Ontario. We are still ensuring that our organization is non-partisan while we navigate the political landscape that is shifting weekly. There has been a lot of conversation surrounding OSAP and seeing as we have a high percentage of our students using OSAP in order to attend university, we are looking to do a survey to see if OSAP is on par, more or less than what they received last year. Other student unions are doing this and I think it makes sense for us to also do it considering how many of our students needs OSAP. It will also help us figure out where we will be with ancillary fees.

Convocation

Shannon and myself attended all five convocation ceremonies this year. It is important to have NUSU representatives there. With Hannah being in Europe, Tayler being at a research conference (personal) and Charlotte at a CFS conference it only left myself and Shannon. We posted social media graphics regarding tips on where to take photos on campus, information graduates needed to know and congratulations to faculty and students on their awards. Our social media engagement was quite high during this period.

Various Projects

Throughout the months of May and June I have been working on various projects including Education Orientation, social media for NSO, and the website. I have had great help from Allie and Nicole in getting things prepared for our students, staff and faculty.

Goals

The biggest goal I have right now is to see what I need to prioritize to get done by the end of July.

Monthly Goals

My monthly goals for July is to continue to plan this years' campaigns with the campaigns committee. I will also continue to work with Xander and Diane, the Shine Day coordinator for Frosh, to plan Shine Day and have the smaller details finalized. Another goal is to organize the student calendar with the university. My final goal is to is to run a successful Shine Ball tournament.



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VP Finance and Administration Report to the Board of Directors

Prepared By: Tayler Sullivan

Friday, June 27th, 2019

During the past month, some of the executives participated in the Fifty-Two Coffees initiative while our president was away. I was lucky enough to be one of the few who participated. The building's construction is going as planned and picking up despite expected setbacks. NUSU has been granted the ability to hire four interns through the Canada summer jobs program. Two are currently employed, and the other two will be hired closer to July.

This Report:

- Fifty-Two Coffees
- Building update
- Swap/ Interest Rate
- Interns
- Mira's Report

Fifty-Two Coffees

I met with Adam Mclandres from PosPro Financial and Kennedy Horton from the business center. Adam and I discussed the option for the summer jobs they offer to students to be RSD approved. Kennedy and I discussed the business center's summer company program for young entrepreneurs. The program enlists those between the ages 15-29 and supports them in building a summer business. The program offers an opportunity that benefits students and North Bay.

Building Update

The building's foundation is almost completely finished. The elevator shaft is constructed and the waterproof membrane has been added. The steel frames for the study nook have also been installed. The night club walls are beginning to form and should be up to the second floor in the next two weeks. Overall, according to the building contract, construction is progressing as planned. I will include pictures of the building's progress.



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Swap/ Interest Rate

Per our last meeting, there was a larger question regarding what our offigional rate was. The swap consisted of a swap between floating rate (current rate + stamping fee) & fixed rate (3.762%) NUSU will be paying interest based on a fixed rate of 3.762% (Base rate 2.512% + 1.25% Stamping fee) instead of the actual or current rate. There was no fixed rate previously because it was a floating rate which changed every minute.

Interns

NUSU has hired two new interns through the Canada summer jobs program. We have welcomed Lee Rockburne and Nicole Seeley as our sponsorship and administration interns. The intern's salary will be supplemented by Canada summer jobs.

Mira's Report

"Over the past month, the Finance Department has worked on various administrative and financial tasks to improve NUSU's financial status and administrative performance. The Finance and Administration Department plans to continue implementing strict budget compliance which is our driving focus to maintain NUSU's financial stability and sustainability. The department will address challenges along the way to ensure competitiveness, support NUSU's needs, develop and maintain good relationships with our stakeholders, the students, NU, and the community".

Things to Come

- Meet and greet with auditors.
- Audit



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2019-06-07 9:30:00 AM T

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HYPERFIRE 2 COVERT

RECONYX



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2019-06-07 2:30:00 PM T

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HYPERFIRE 2 COVERT

RECONYX

2019-06-16 2:30:00 PM T

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HYPERFIRE 2 COVERT

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

By: Shannon MacCarthy Thursday, June 27th, 2019

This Report:

- Frosh Week
- Lakers Orientation
- Convocation
- Block Party
- Clubs
- Community Events
- New Student Orientation
- Warren's Report
- Things to Come

June has been busy for the executive team as a whole, and for each executive individually. NUSU is continuing to work towards the goals of the corporation with community engagement and growth in the office, and I am furthering my goals for my position through Frosh Week, NSO, student events, and clubs.

Frosh Week

There have been a number of Frosh leaders who are no longer involved in Frosh Week, but the Coordinator team and myself worked quickly after each resignation to replace team leaders or redistribute work amongst events, camera and support leaders. The Coordinators are meeting regularly to continue the final details of Frosh 2019. As mentioned at the last Board meeting, the manual has been written. In addition, the rooms have been booked for training and Frosh Week, materials are beginning to be bought and organized into boxes, and furthermore, the Frosh ticket forms are completed (thanks to Sarah working diligently to complete both the Google Form and physical form). We also increased the number of Frosh kits we are selling from 330 to 440.

Lakers Orientation

Warren, Charlotte and I attend Lakers Orientation Committee meetings frequently. The Orientation Week schedule has been drafted, and descriptions for each event are submitted to the committee. We're working with the Residence Life Team to collaborate on events for Frosh Week, and creating collaborative event contracts so



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every party knows their obligations.

Convocation

Sarah and I attended all five (5) convocation ceremonies last week. It was incredible seeing all of the 2019 graduates and hearing speeches from valedictorians and honorary guests.

Block Party

The planning for the NUSU kickoff event “Block Party” continues to progress. I am in contact with Mitch Masters from X Events to bring the games to the party. He is providing a quote shortly. I am going to request that the directors volunteer during the day for the community portion, and are free to attend the event in the evening as students. The Social Committee will be meeting shortly to dive into the details about this and more events soon.

Clubs

There have been a few club applications that I have been dealing with. I have began planning Club Summit meeting, as well as clubs days. In the weeks to come, I will be reviewing the Clubs Policy and seeing if there are any changes needed.

Community Events

NUSU has participated in a number of community events this year. I have attended Chamber Business After Hours, Young Professionals Meet Up, National Indigenous Peoples Day Celebration, Poutine Fest, Luncheon with the Minister, Annual Epilepsy Fundraiser, and more.

New Student Orientation

Again this year, NUSU is participating in New Student Orientation (NSO). We will be present at the Resource Fair, Hannah will be giving introductory speeches, I will be on the Lakers to Lakers panel, and we will also be taking time volunteering during the day.



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Warren's Report

This is a breakdown of what Warren has worked on for the month of June.

- Went through the interview process and hired our summer intern positions on June 10th. Lee Rockburne Sponsorship Intern and Nicole Seeley Office and Administration Intern
- I've had Lee working on sponsorship outreach for Shineball, Shinerama, and Frosh
- Assisted Sarah with designing the first Bay and Area ad and drafted a service agreement
- Began reaching out to Shinerama and Amazing Race locations
- Picked up 10 helmets from Health Unit for Bike Share Program
- Reached out to selectomatic to get more information on a digital jukebox system for the new student centre
- Increased number of Frosh kit items from 330 to 440, and placed orders for additional items.
- Ordered Shinerama and Frosh shirts and had to make some design changes to Frosh team logos before ordering
- Ordering Mira new business cards and name tag
- Attended a lunch with the Minister of Economic Development on June 18th with Sarah, Shannon and Mira
- Secured insurance coverage for Shine Ball
- Received event food permit from Health Unit for Shine Ball
- Received signed permits from city of North Bay
- Received liquor permit from AGCO
- Met with New Ontario to secure beer for tournament

Things to Come

- Finalize Frosh Week 2019
- Increase Community Involvement
- Continue Social Committee Meetings
- Understand Clubs and Forms
- Continue Working on Block Party