

NIPISSING UNIVERSITY STUDENT UNION



**Board of Directors Meeting Minutes – Nipissing University Student Union**  
Monday, December 2, 2019 – 7:30 p.m. – B217, 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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**Nipissing University Student Union**

**purposes.**

**Board of Directors Meeting Minutes – Nipissing University Student Union**  
 Monday, December 2, 2019 – 7:30 p.m. – B217, Nipissing University

**Attendance:**

President:	Hannah Mackie	Present
VP Finance & Administration:	Taylor Sullivan	Present
VP Student Life:	Shannon MacCarthy	Present
VP Advocacy & Awareness:	Charlotte Foster	Present
Director-at-Large:	Patrick Bethune	Regrets
Director-at-Large:	Kirsten Cartwright	Present
Director-at-Large:	Zachary Cooper	Present
Director-at-Large:	Cherisee DaCosta	Present
Director-at-Large:	Natalie Muylaert	Present
Director-at-Large:	Sarah Pecoskie-Schweir	Present
Director-at-Large:	Xander Winter	Present

CHAIR / SPEAKER:	Hannah Mackie	Chair
RECORDED BY:	Rebecca Dubeau	Office Administrator

**1. Call to Order**

The Board of Directors meeting is called to order at 7:37PM. *MACKIE* 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 December 2, 2019 be adopted as presented.

*Moved by COOPER;*



*seconded by WINTER.*

**Discussion:**

Friendly amendment to change the room from F303 to B217.

*No noted abstentions.*

*No noted opposition.*

*Motion carried.*

**4. Approval of the Minutes from the October 28, 2019 Meeting.**

**MOTION #2:** That the Board of Directors Meeting Minutes for October 28, 2019 be adopted as presented.

*Moved by WINTER;*

*seconded by COOPER.*

**Discussion:**

This has been tabled until the next meeting as the materials were not presented to the Board prior to the December 1, 2019 board meeting.

**6. Executive Committee Term Reports**

**a. Report From the President**

**MOTION #3:** That the report from the President dated December 2, 2019 be received.

*Moved by MACCARTHY;*

*seconded by WINTER.*

**Discussion:**

*MACKIE* said that in addition to what was listed in her report, she also attended some minor events.

*No noted abstentions.*

*No noted opposition.*

*Motion carried.*

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



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**MOTION #4:** That the Report from the Vice-President Advocacy and Awareness dated December 2, 2019 be received.

*Moved by FOSTER;  
seconded by MACCARTHY.*

**Discussion:**

*FOSTER* added that she attended the Day of Remembrance for Violence Against Women with Office Administrator Rebecca Dubeau.

*MUYLAERT* asked if Life Unfiltered will be on campus this year. *FOSTER* said that yes, they will in March during Wellness Week.

*WINTER* asked if the white ribbon campaign will be brought back after this event. *FOSTER* said yes, it was there at the Violence Against Women with Office. Due to some miscommunication and turnover in the role of Sexual Violence and Prevention coordinator, it has been difficult to plan something with it.

*No noted abstentions.  
No noted opposition.  
Motion carried.*

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

**MOTION #5:** That the Report from the Vice-President Finance and Administration dated December 2, 2019 be received.

*Moved by COOPER;  
seconded by SULLIVAN.*

**Discussion:**

There was none.

*No noted abstentions.  
No noted opposition.  
Motion carried.*

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



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**MOTION #6:** That the Report from the Vice-President Student Life dated December 2, 2019 be received.

*Moved by MACCARTHY;  
seconded by PECOSKIE-SCHWEIR.*

**Discussion:**

*WINTER* asked if we should remove the name of the winner of the Jonas Brothers tickets from the report. *MACCARTHY* said that since it has been posted on social media, the winners name is out regardless.

*COOPER* asked if *MACCARTHY* will be taking a break from Frosh Week 2020 planning in order to run the big event next month. *MACCARTHY* said that she will be doing both; picking tentative dates is something the VP Services did last year as well and with Frosh interviews quickly approaching, she wants to get the ball rolling for next year's VPSL.

*WINTER* asked if and how the Directors will be involved during Spirit Week given that it is so quickly approaching. *MACCARTHY* said that she will absolutely utilize the Directors in some capacity but is unsure of what exactly for just yet.

*WINTER* asked if we had to pay for the bus for Laurentian students to attend the basketball game. *MACKIE* said nothing is set right now but SGA (Laurentian University Students' General Association) will likely pay to send their students just as we would pay to send our students to their school if the situation was reversed.

*WINTER* asked if this would be coming out of the new Athletics and Recreation budget. *MACCARTHY* said yes and no. *WINTER* was wondering if this should be coming out of a mandatory fee. *MACKIE* said that it was a challenge as we aren't trying to overstep and do something that somebody else in the university can do. *WINTER* was wondering if it would be received negatively as students are not directly participating in the sport. *MACKIE* said it would promote athletics on campus and a positive atmosphere on campus.

*MACCARTHY* provided a brief explanation of her tentative plans for Spirit Week.

*MACKIE* talked about a showcase day for student research and the fine arts department. NUSU is looking for things that are more passive to engage students. *WINTER* asked if we could ask Recruitment to do a promotional video as it is something they would use to. *MACKIE & MACCARTHY* said that NUSU is trying to not going to rely heavily upon any other department for this event and that anything like a promotional video would be lead by NUSU for its own



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benefit.

*MUYLAERT* asked if there will be any social media advertisement for the event. *MACKIE* said yes, specifically Instagram stories. *MACCARTHY* suggested posting a schedule of events. A lot of the advertisement will be centred around leading up to Friday night basketball game.

*COOPER* suggested that in order to use up the Athletics and Recreation budget, any sports tournament with hired referees would spend a lot of money. *COOPER* said that NUSAC has been asked for years about a pond hockey tournament but NUSAC never had the budget.

*No noted abstentions.*

*No noted opposition.*

*Motion carried.*

## 8. Committee Reports

### a. Audit and Finance Committee

*SULLIVAN* said that her, *MACKIE* & Director of Communications Sarah McGowan went through the budget and organized about the

### b. Elections Committee

The committee has not met.

### c. Governance Committee

The committee has not met.

*MACKIE* said that the committee will meet soon but she will begin to reformat policies so they are all uniform.

### d. Green Initiatives Committee

*FOSTER* said the meeting was brief and they brainstormed for things to come next semester.

### e. Campaigns:



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*COOPER* asked when the office will be closed for winter break. *MACKIE* said that the office will be closed the 18th but much of the office will be leaving earlier or taking intermittent time off.

g. Shine Committee

The committee has not met.

h. Social Committee

The committee has not met.

**9. New Business**

*FOSTER* left the room at 8:04PM.

*MACKIE* emphasized that she wishes for the Directors to provide a written report to the Board to compile onto the website. It will be an opportunity to showcase the work Directors have done.

*MUYLAERT*

- attended the appeals and academic appeals committee and consulted with Charlotte regarding the
- Joined the Movember team and raised \$120

*CARTWRIGHT*

- helped with wellness week
- helped with other campaigns
- attended an audit & finance meeting
- raised \$300 for Relay for Life thus far

*WINTER*

- raised money for Movember
- attended committee meetings

*COOPER*

- attended committee meetings
- suggested the pond hockey tournament

*FOSTER* entered the room at 8:08PM.



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*PECOSKIE-SCHWEIR*

- attended Santa Claus Parade
- also the Education & Professional Studies Student Senator.

*DaCOSTA*

- raised money for Movember
- joined the appeals committee
- referred a student to Charlotte

*MACKIE* gave out holiday cards and honorariums to the Directors.

**# New Business**

**MOTION #7: That the revised Time in Lieu Policy be approved as circulated.**

*Moved by MACCARTHY;  
seconded by WINTER.*

**Discussion:**

*MACKIE* stated that the way hours are incurred has changed.

- used to be that anytime outside scheduled hours was time and a half
- we have changed it to straight time until 44 hours (what the ESA dictates)
- being prepared with the removal of having to split up TIL with vacation days
- no formal blackout dates but there will be times when usage will be denied (e.g. Frosh Week)
- more flexibility taking vacation time
- trying to get vacations sorted out before moving into the new building with new/more employees
- people will still be incurring time; executives will have to work an additional 24 hours during the school year to get time and a half (20 hour work week during the school year)

*MUYLAERT* asked what the rationale was for taking out the part about providing a summary to the BOD about TIL use at the end of the year.

*MACKIE* said that she thinks it was never implemented; it was not done last year.

*MACCARTHY* asked if staff have seen the policy yet.

*MACKIE* says some of the staff have but not all yet.





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*MACCARTHY* suggested sending an email with the policy to staff after the meeting was finished.

*No noted abstentions.*

*No noted opposition.*

*Motion carried.*

**MOTION #8: That the new Professional Development Policy be approved as circulated.**

*Moved by WINTER;*

*seconded by COOPER.*

**Discussion:**

*MACKIE* said this never existed before. The creation of this policy is for tracking and accountability of the usage of it for the incoming executives. There was no power with the executives before and there was no way of holding staff accountable or able to track their activity for things like conferences.

*SULLIVAN* stated that there will also be a written form that staff will have to complete.

*FOSTER* suggested a friendly amendment to change the formatting of the policy.

*MUYLAERT* asked if it would be worth it to the person who completed the program to give a report to the executive regarding what they learned, what they liked, and what they would recommend in future (proof of what they have learned.)

*MACKIE* said it was a good idea and asked if the Board would like to make the addition of this form as a friendly amendment so long as she sends all members a copy via email when it is finished.

*MUYLAERT* asked if the budget will be divided equally among employees.

*MACKIE* said it will be case-by-case (e.g. Warren to get certified to give security training, Mira receiving training on new accounting practices.)

*MUYLAERT* asked for clarification regarding the “human resources finance manager” position.

*MACKIE* stated that Mira’s title is the Director of Finance.”

*MUYLAERT* asked why there are two spots for a manager to sign.

*MACKIE* said that everything will require two signatures, at least one from an executive.

*MACCARTHY* asked if “manager” meant “executive.”

*MACKIE* confirmed.

*MACCARTHY* requested that the language be amended from “manager” to “executive” considering the Directors (staff) are also managers (e.g. supervisor).



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*WINTER* recommended changing the language to “executive.” *COOPER* suggested having one say “manager” and the other say “executive.” *MACKIE* said it will be a friendly amendment.

*CARTWRIGHT* asked for the formatting to be fixed, (bring the “Procedure” down).

*MUYLAERT* asked about taking out “May 31st.”

*MACKIE* agreed. Although some places require professional development requests must come in before May 31st, she does not think it makes sense for NUSU in particular in case something were to happen in June. She recommended looking at them on a case-by-case basis.

### List of friendly amendments:

- adding the feedback/proof of completion form
- formatting
- removing the piece with the “May 31st”
- changing language from “manager” to “executive”

*No noted abstentions.*

*No noted opposition.*

*Motion carried.*

**MOTION #9: That the revised budget brought forward by the Audit and Finance Committee be approved.**

*Moved by CARTWRIGHT;  
seconded by SULLIVAN.*

### Discussion:

*WINTER* said that he would require more time to look everything over. At a quick glance, he stated that some of the lines seem high, specifically within the executive committee section (where the initial budget had been \$5300 and now the new one is \$14 000.) Although the numbers in the section were increased in smaller increments, it adds up at the end of it. Because we working in a deficit, those numbers should be brought down a little.

*COOPER* said that considering that we are halfway through the year and he was unsure where they were in their spending thus far but asked if all of the money would be totally necessary, he does not think some of the increases are necessary (e.g. conferences.)

*WINTER* stated that nothing has been taken out of “conferences” all year.

*MACCARTHY* stated that although no one attended, half the expenses from COCA were due because NUSU had already committed to attending and that that came from “conferences.”



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*WINTER* asked why if NUSU had not even reached the \$1000 why it would need to increase it to \$3000.

*MACCARTHY* stated that it would be more for COCA next year and NUSU is setting up a baseline for that.

*WINTER* stated that he takes issue with that because NUSU is not currently working with the budget for next year. The board is voting to have those funds depleted but is not comfortable having the executive spend so much money with only half their term left. *WINTER* stated that we should not be planning for the worst-case scenario when the contingency budget still has \$10 000. *WINTER* asked for an update about spending thus far.

*MUYLAERT* left the room at 8:37PM.

*MACCARTHY* stated that there are smaller conferences pop up that are substantially less (\$25-\$50) but that there have not been a lot of big ones as of late.

*WINTER* stated that an increase to \$3000 is still too much for this year.

*MACKIE & WINTER* discussed the use of the contingency budget instead. *WINTER* stated that NUSU should not be planning for the worst in its other budget lines when there is \$10 000 sitting in contingency. *WINTER* stated it does not seem responsible to increase budget lines while NUSU is in a deficit and there is still \$10 000 in contingency.

*SULLIVAN* stated that the current executive can register the next one for COCA if they can go. If NUSU keeps it where it is now, they can pay for those expenses especially if there are pre registration dates and fees.

*WINTER* asked how much COCA cost.

*MACKIE* stated that it is very expensive. This year will be closer so travel costs will be lower but it would still be very expensive to attend. The feeling in the office is that NUSU should attend in 2020 seeing as it did not in 2019.

*SULLIVAN* agreed and added it would be beneficial to keep/acquire contacts there.

*MACCARTHY* stated that it would likely be the VP Student Life or the Director of Services who would be attending.

*WINTER* asked about the increase to retreats and interoffice socials from \$1000 to \$2000.

*MACKIE* stated that the budget line used to be separate but now they have been combined into one. Anything for the new executives (e.g. dinner with old and new executives) coming in will be taken out of this year's budget.

*WINTER* asked to rename it and to split the interoffice socials and transition equally, making them two separate ones for optics-sake. He said students may perceive that negatively and suggested renaming it or splitting them up again. *MACKIE* emphasized the importance of boosting morale in the office. Some of the events are also open to students (e.g. Halloween). The inter-office socials encourage productivity. NUSU also budgeted for only 25% of students opting into their fees but ended up being 68% full opt-ins. *WINTER* stated NUSU was still in the red. *MACKIE* said that was due to things like auditors and that those budgets should not be nickle



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and dimed on. *COOPER* wondered if it would be better to put that money towards paying off the deficit and does not feel comfortable approving it otherwise. It would also look better on paper for students. *MACKIE* said that she will update students if they see issues

*MUYLAERT* entered the room at 8:41PM.

*MACKIE* stated that going from \$1000 to \$2000 is not much of a concern. If students are concerned with it, *MACKIE* stated she is happy to explain the rationale to them. That budget line (inter-office socials and retreats) will be spent.

*COOPER* said that he is more concerned with conferences and travel & accommodations, specifically that he does not think NUSU will spend that money by the end of the year. *MACKIE* said she felt comfortable decreasing conferences but said that travel should remain the same as it is easier to travel to meetings for things like furniture for the building. *MACCARTHY* said that \$3000 is low especially with the student choice initiative. *MACKIE* said that is why NUSU was trying to only attend free conferences this year. *MACCARTHY* said that because the student choice initiative was repealed, those standards should no longer apply. *WINTER* stated that they should still be followed because the decision is being appealed. *COOPER* said that contingency is there for instances like this. *WINTER* asked which other conferences NUSU is planning for aside from COCA. *COOPER* said that the government is appealing that decision and NUSU must act like it will happen. *MACCARTHY* felt uncomfortable leaving everything to contingency. *MACCARTHY* suggested combining them all-together: travel, conferences, & accommodations and put at \$4000.

*WINTER* asked what the marketing and advertising budget was going towards. *MACKIE* said it was for the building (restaurant, bar, website, general marketing, event promotion.) *WINTER* asked if some of it should be from subscriptions. *MACKIE* said that the budget is already tight (e.g. Adobe, QuickBooks, phones, Netflix)

*WINTER* asked why there was nothing under Campus Safety and Outreach Awareness for Safe Ride Home. *MACKIE* said that right now, NUSU does not have a bar and this year there is no need for a bus but that they had not considered that for next year. *MACCARTHY* said that she and *MACKIE* did have a conversation regarding that and that will be taken from Student Activities. *MACKIE* said that there is significantly more money in the membership fee. *WINTER* said that there is more flexibility with the membership fee and so if some of it can be moved and swapped it from the Campus Safety and Outreach and it will allow more to go into staffing. Membership fee can go to any staff member whereas Campus Safety and Regional Awareness can only go to the staff who are directly associated with that initiative. *COOPER* suggested moving over \$1000. *WINTER* asked if there is \$15 000 for Student Activities, \$20 000 for Major Events and now an additional 20 for Athletic Events that we did not used to have, do we still need money for DJs? *MACCARTHY* said that this year, a DJ will never come from that



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budget line and NUSU is not changing it because it will next year. *WINTER* asked if for this year NUSU would be comfortable removing that from the name. *MACCARTHY* said that a lot of it is for decorations and Safe Ride if we need it. *WINTER* asked if the \$3000 will still be spent on decorations this year; the decorations could theoretically still be expensed to other budget lines. *MACCARTHY* clarified that it could so long as it was decorations for an event and nothing else (e.g. holiday decorations for the office and Student Lounge.) *MACKIE* said that she would like to keep it because there will be more flexibility so that NUSU can pull from that instead of other budget lines like Student Activities. *MACKIE* said that she would be open to putting in \$1000 for Campus Safety and Outreach Awareness. *WINTER* said that he was looking at some of the numbers available for payroll and it may be tight. *MACCARTHY* said that if we put Campus Awareness and Outreach Awareness into Safe Ride Home, technically NUSU still wouldn't use it because it is a ride back home from the bar when NUSU only gives rides to the bar. *WINTER* said that NUSU is still giving rides from an alcoholic event. The idea of SRH is so that students don't drink and drive. *MACCARTHY* suggested only putting in \$500 instead of \$1000 because NUSU is likely only going to do one more bar night this term and a bus is about \$450. *MACKIE* asked to confirm if NUSU was moving \$500 from Decorations to Safe Ride Home.

*WINTER* asked about the student lounge increase (\$300-\$3000). *MACKIE* stated the lounge requires a new pool table. *MACKIE* stated that there was a poll put up on the chalkboard in the lounge that asked students what they would like to see in that space; the winner other than pool table was ping pong table. *WINTER* suggested a multi-purpose table. *SULLIVAN* cautioned about students being rough with it. *MACKIE* said that the bean bag chairs needed refilling. *DaCOSTA* asked if it would be cheaper to replace the chairs instead of refilling. *MACKIE* said no and that the chairs were still in good shape. *WINTER* asked about general maintenance and repairs budget line. *MACKIE* (computer repairs, chairs, desks, replacements, general repairs.) *MACCARTHY* stated that all of the desktops may need replacing. *MACKIE* stated that they are older Macs; it may be worth it to buy new computers all-together instead of trying to fix the ones NUSU has.

*COOPER* asked about an increase to automobile expenses. *MACKIE* stated that the Tahoe needed all brakes replaced.

*MACKIE* said that this motion will be tabled into closed session.

*No noted abstentions.*

*No noted opposition.*

*Motion carried.*

## 10. Question Period

There were none.



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## 11. Adjournment

**MOTION #10:** That the meeting be moved into closed-session.

*Moved by COOPER;  
seconded by PECOSKIE-SCHWEIR.*

### **Discussion:**

*No noted abstentions.  
No noted opposition.  
Motion carried.*

**The meeting moved into closed-session at 9:11pm.**

XX:XXp.m. – Meeting adjourned.

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Hannah Mackie, CHAIR

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Rebecca Dubeau, SECRETARY



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## President's Report to the Board of Directors

Prepared By: Hannah Mackie  
Monday, December 2nd, 2019

### This Report:

- Open House
- CFS
- The Building
- Summer Position
- AGM
- Senate
- Meetings
- Other

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### Open House

November 2nd was Nipissing University's Open House. All four executives attended with over 9 clubs present. It was unfortunate that we had not the nicest northern weather, however it was a great event. Unfortunately many other schools were having their open house that weekend, so it was not as busy as it has been in the past. We had a lot of great interactions with potential students though, and had our spinning wheel, where if they followed us on social media they could spin our wheel and win a prize!

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### CFS

CFS was on campus tabling for ISIC Cards. It is always great having them on campus and have them interact with our students. On a much larger note, CFS and YFS were successful in the lawsuit against the provincial government regarding the student choice initiative. This is quite exciting for us for next year, however, we are waiting to see the outcomes that will result from this as the appeal period is still in effect. Out of all of this, I believe this challenge was a temporary positive and the silver lining was that it really helped us delve into our budget and I strongly believe there were a lot of lessons learned here that made us stronger as an organization. Overall, we will be excited to move back to stable budget for the next academic year.

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### **The Building**

The building project has continued, and we have had some awesome discussions about organizational structure. We're hoping to have it completed by early January. There have been detailed conversations about new staff, the needs of the organization and goals. We are hoping to have a presentation put together for you folks for the board meeting in the new year.

Warren and I traveled to Toronto for a few showroom tours with Anne our interior designer. It was an insightful trip and looking forward to seeing quotes come in.

Sarah, Warren and I had a presentation at the Business program meeting to put our project on the floor and seek input from business experts. Really great suggestions were given and we're looking forward to the potential partnership.

Warren, Sarah and I have also been having different meetings with community partners on different aspects of our building project and potentials. It has been interesting gaging their input and hearing ideas we have never thought of.

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### **Summer Position**

Something in the works is a paid summer position responsible for planning events for the student space in the fall and also assisting Shannon with Frosh. Warren will be VERY busy around the time of frosh and leading up to, with the opening of the building. The hope is to remove a lot of the work from Warren so he can focus on that project.

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### **AGM**

The AGM was successful, and thank you to all directors who attended in person and through livestream. I have my own list of mental notes and have begun an 'AGM Guide' document as a part of my transition with all of the steps and timelines required for a successful event and suggestions for a better turnout.

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### Senate

The changes to the Senate by-laws were successfully passed at the By-Laws and Elections Committee, and will be voted on at the next Senate.

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### Meetings

I have been participating in various meetings with administrators and people at Nipissing on a variety of topics, most recently Dr. Arja Vainio-Mattila, where we discussed student topics, trends and visions. Sarah and I also had a similar meeting with Dr. DeGagné, where we discussed our views on topics regarding students and some unique opportunities.

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### Other:

I have also been assisting Charlotte with some larger advocacy issues as well. Participating in the Santa Claus parade was wonderful as well! Thank you to Shannon for organizing this. Coming up is the Christmas walk where we will be handing out eggnog, and potentially selling our scarves.



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

Prepared by: Charlotte Foster

Friday, March 6th, 2020

The month of February has been busy responding to aid students' stress, running campaigns, and ensuring quality student advocacy work. In this report, I will outline the events I have worked on for the month of February.

### **In this Report:**

- Campaigns
- Eco- Green Week
- Ian Campeau
- Consent Week
- Menstruation Matters Campaign
- Wellness Week
- Shine Fandom Trivia Night
- Academic Advocacy
- Transition
- Sarah's Report
- Things to Come

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### **Campaigns**

#### ***Eco- Green Week***

For the week of February (3-7th), the campaigns team and I ran an eco-green week in partnership with the Green Initiatives Committee. On Monday, we ran an Instagram quiz to educate our students about ecofacts and bust myths. This was viewed often and the viewer was consistent. On Tuesday and Thursday, we ran a tap versus bottled water challenge. This was well responded to and had continued support for each day. On Friday, we posted a green information graphic designed for students. This was a great way to end off the week.

#### ***Ian Campeau***



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Ian Campeau came to campus on February 5th. Campeau was a great success and had great attendance in the afternoon and the evening. In the afternoon, there was a great attendance from high school and university students. We had a great reaction from OII about the event. In the evening, we had media attention and a good turn out. The students who attended the event had positive feedback on the event.

### **Consent Week**

Meghan Walker, the Sexual Violence and Prevention Educator, planned a consent week filled with events to educate students about consent. Meghan Walker, The Studio, Criminal Justice Society, Amelia Rising, and I planned a Zumba night to raise money for Amelia Rising and educate the community and students about the services Amelia Rising provides. The Zumba night raised \$203.05 for Amelia Rising! Meghan Walker and Amelia Rising gave away swag for people to grab and to raise awareness about their services. This was a well-attended event from students and had positive feedback.

### **Menstruation Matters Campaign**

The Menstruation Matters Campaign was sparked at Ryerson University and has gained traction in other Ontario universities. The goal is to put pressure on the provincial government to provide government-funded menstruation products for post-secondary students. The petition to present at Queen's Park was distributed on Friday and was presented at the Wellness Week events to gain signatures. We will be gaining signatures until the middle of March to present to Queen's Park. If there are any questions, please feel free to email me with your questions or suggestions.

### **Wellness Week**

Wellness week is happening this week! Monday, we ran our grab and go event and held a Disney Plus Extravaganza. The grab and go event was a morning event, where we gave muffins, and other breakfast foods to students on their way to class. The Disney Plus Extravaganza was held in the student lounge where we set up snacks and Disney movies for students to watch between classes. On Tuesday, we ran our Act Like a Kid Day. During the day, we had candy, colouring pages, and Kool-Aid Jammers for students to collect and remember childhood years. On Wednesday, we ran our Donut Stress About It, and Shannon MacCarthy ran a Paint Night. The Donut Stress About It event had donuts for students to grab with a positive stress-free reminder. On Thursday, we ran our Thirsty Thursday event, and the secondary Shine



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fundraiser. Thirsty Thursday we had flavoured water and recipes for students to do at home as well. The Shine Fundraiser will be discussed in the next section. On Friday, we are posting all the photos taken during the week, and posting the Playlist of Our Lives gathered throughout the week. I will provide a verbal update about the events and their success at the board meeting.

### ***Shine Fandom Trivia Night***

This fandom trivia night had a \$2 door donation towards our Shinerama campaign. This event will focus on the topic of fandoms and will have prizes for the winners of each round and for the overall winner. I will give a verbal update about the event at the board meeting.

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### **Student Advocacy**

I have been listening and helping students with their academic concerns and guiding their cases. I have also been attending weekly meetings in academic senate subcommittees to ensure the student's voice is heard.

Hannah Mackie and I have been planning a way to communicate academic advocacy to students clearer. We are currently planning meetings with the Deans to construct a clear plan for students. If there are any recommendations the board has, please feel free to email me with your suggestions.

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### **Transition**

The transition with Mykayla has been well. I have given Mykayla a general transition, including asking her about her general concerns or questions, and a gave a presentation for NUSU and the role. Mykayla has attended most of the Wellness Week events to have a deeper understanding of campaigns and how to run campaign events.

In the following weeks, I will give Mykayla a deeper transition about each job expectation instead of a general overview. Mykayla will also be attending an AAAPC executive meeting with myself to understand petitions and appeals more. She will also be attending board meetings, open house, and the academic senate. She will also be meeting with staff



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members and the new executives in the office to establish a communication plan, and to learn more about their working styles.

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### **Sarah's Report**

#### ***Bell Let's Talk Day***

We partnered with the Office of Student Counselling Services and The Gathering Place for Bell Let's Talk Day. The Gathering Place was kind enough to do a "reverse food drive" where they handed out free food to students. Student Counselling Services handed out toques, pins and mental health information. We (NUSU) handed out candy, snacks and mental health information. It was a great hit with our students; however, it would have been nice for everyone's Bell Let's Talk activities to be in the same area as there were also activities in the Athletics Centre. I am hoping that next year our Student Centre can be a location for this day.

#### ***Career Readiness Week***

Sarah Clermont, Andrew Mills and Gemma Victor did a great job with Career Readiness Week. A few people in our office were able to attend some of the events. From the material Warren and I collected from the job fair I was able to email potential employers and offer to post their job openings on our social media/website. We had a great response from the employers and have been able to connect a few students with summer jobs.

#### ***Lemonade Day North Bay***

Lemonade Day is an idea that NUSU brought to the Young Professionals committee who then in turn partnered with the Business Centre Nipissing Parry Sound. This initiative promotes young kids between 8 and 12 to set up a lemonade stand and learn about entrepreneurship, leadership, budgeting, marketing and more. Nipissing University is a sponsor of this event and we attended the official launch of the program.

#### ***NUSU Student Centre On Social Media***

We have had a great response from people regarding our posts about the student centre on social media. Warren and I were able to work together to get photos taken of the same angle as the architectural drawings and show them side by side. We are looking to do this comparison



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again when the building is nearing completion.

### ***Community Drug Strategy Committee Day***

NUSU hosted the Community Drug Strategy North Bay and Area Committee on campus for a training and team-building day. Due to this committee we have been able to make numerous contacts within the service provider field. We are hoping to partner with some of these service providers on training for either our student executives and volunteers, or for the staff of the student centre.

### ***Business Women's Chamber of Commerce After Hours***

As part of being on the Business Women's Network Executive, I was able to assist in organizing the Chamber of Commerce After Hours. Tayler and Rebecca attended and it was great to see them both there mingling and networking with folks. We had great conversations with Ontario Northland regarding our student centre and were able to make new connections.

### ***Indigenous Week 2020***

Hannah and I had a great conversation with Tanya Lukin-Linklater (Director of Indigenous Initiatives) in January and thanks to Charlotte volunteering with OII we have built a great relationship with them. For Indigenous Week we shared facts and translation information that was provided by Indigenous Initiatives on our social media. We were contacted by a few student unions who were impressed that we were using our social media to educate our students. We are hoping to continue to build this relationship and help support initiatives from this office.

### ***International Symposium***

NUSU was invited to the Nipissing University International Symposium. Charlotte and I attended on behalf of NUSU. This event was hosted by Dr. Arja and Dr. Casey Phillips and included a panel of international students. Community organizations were in attendance and were able to hear what our students like or dislike about Nipissing University, North Bay, academics, moving to Canada etc. It was an enlightening experience, confirmed projects we have already been working on are correct, and let us engage with community members.

### ***Black History Month***

As part of Black History Month we showcased a series of videos from Unilearnal. Each day of



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February this group highlighted a person in Black Canadian History, and also spoke about their accomplishments and achievements. We received a message from the student saying that he was glad to see representation on our social media, as well as education.

### ***Student Presentations In Community***

This past Friday night myself and Charlotte Foster attended the Indigenous Keynote Speaker and Downtown Gallery Hop which featured marketing students, history students and fine arts students presentations. It was great to see what incredible things our students are contributing to the community. A picture of 2018's Frosh Week was featured in the history exhibition in the North Bay Museum.

### ***Caring Community Award***

We are looking for students to nominate an individual, business or non-profit/charity for the Caring Community Award. This is the first year we will be doing it. The nomination form can be found here: [nusu.com/caringaward](http://nusu.com/caringaward). The deadline is March 18th.

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### **Things to Come**

For the month of March, I will be out of the office for ten days during the election period. During this time, I will set up a communication plan to ensure NUSU's and the student's voice is heard, and students receive help. In March, I will also continue to transition Mykayla into her role and to prepare her. I will also be preparing as much as I can for the Student Appreciation Lunch taking place during the campaign period. We will also be planning our last campaign for the month of April.



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

Prepared By: Tayler Sullivan  
Monday, December 2nd, 2019

### **This Report:**

- Building update
- New Auditors
- TIL Policy
- Open House
- Santa Claus Parade
- Audit and Finance Committee
- Education Trivia Night
- Elections
- Health Plan Reimbursements

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### **Building Update**

The building's second floor is well underway. The offices have been framed and the night club mezzanine is almost complete. The interior insulation is complete on the second floor as well. Tarps have been put up so construction can continue, as well as temporary heat to protect from the winter weather. The sprinkler plumbing and other fireproofing is underway.

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### **New Auditors**

As I'm sure you remember from the fall AGM we have awarded BDO the position of our auditors for the next 3 years. Currently, we are awaiting their draft of a contract for us to review. Our current case with them was closed last Friday, November 22nd.

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### **TIL Policy**

Hannah and I updated the current Time In Lieu policy to better match ESA standards. Typically NUSU is above and beyond the ESA standards for banked overtime. However, we are changing the policy so it reflects the regular practice of collecting matched time after 40 hours and time and a half after 44.

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### **Open House**

The Fall Open house went very well. Although it was smaller in numbers compared to the spring many parents and students were interested in NUSU and the benefits/ services we offer to the student body. We received some questions regarding ancillary fees and the student choice initiative, as parents were concerned about services being funded. The feedback seems to be that parents and students are in support of paying fees for said services.

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### **Santa Claus Parade**

This year NUSU participated in the North Bay Santa Claus Parade. It was very successful thanks to those from the board, NUSU crew, and clubs who volunteered their time to walk with us. We highly value our community involvement and this was a great way to showcase our students and NUSU.

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### **Audit and Finance Committee Report**

The ancillary fee funding has finally been paid to NUSU. Thankfully 68% of students stayed opted into our fees. We then had to adjust the budget to reflect this. With the help of the audit and finance committee, we have redistributed the funding accordingly. An attached copy of the operating budget will be included for your review.

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### **Education Trivia Night**

This year Sarah, Charlotte, and myself hosted an education trivia night in the small caf. We had a great turn out, and the education students really seemed to enjoy themselves. I was specifically in charge of making sure nobody cheated by using their phones, and I am happy to report that all students were honest during each round of questioning

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### **Elections**

The elections nomination packages for the next years executive team has gone out. Much of my time in office this past month was updating the package, job descriptions, etc to



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match the elections policy. A special thank you to Sarah for her assistance with formatting the package. This year we have separated the package into two separate parts. One package just for student nomination, and the other an information packet for those who become candidates. Both are available on our website.

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### **Health Plan Reimbursements**

The majority of my time this month has been spent reaching out to students who have received their health plan reimbursements in cheque form, rather than direct deposit. I created a spreadsheet with all students who received a cheque, confirmed their email address, and with assistance from Sarah we sent out a mass email. Rebecca has also been a point person in this process as the direct contact for cheque pick up, and to refer any questions or concerns to myself. Cheques are still coming in for those who may have put improper information in their opt-out, causing a delay in confirmation of opt-out.

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### **Things to Come**

- Christmas Walk
- Meeting with Jonathan Hillis (We Speak Student)



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

Prepared By: Shannon MacCarthy  
Monday, October 7th, 2019

### **This Report:**

- Education Orientation
- Club Summit Meeting
- Club Days
- Club Meetings
- NUSU Crew
- Ontario Universities Fair (OUF)
- Community Fun Fair
- NUSU Student Block Party
- Meeting with Mayor Al MacDonald
- Lakers Orientation Debrief
- Frosh Week Review
- Homecoming Preparation
- Warren's Report

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### **Club Summit Meeting**

The Club Summit meeting took place on Wednesday, September 11th, 2019. The purpose of this meeting was to organize all clubs with NUSU to make sure that all clubs understand the updated Club Policy, updated forms on the NUSU website, and more. More than half of the clubs were in attendance. The meeting went incredibly well with a presentation style conversation open to questions and comments from the clubs. Clubs have been on the same page as NUSU up to this point with room bookings, event approvals, poster approvals, and more since the Club Summit meeting, so I would say it was definitely a successful meeting.

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### **Club Days**

Club Days took place for four days in September. It began Monday, September 16th and ended on Thursday, September 19th. The reason we did not extend Club Days to take place on the Friday as well is because we thought there would not be a significant amount of traffic as it is a Friday, and many students do not have classes. Club Days was a successful event. I heard of many clubs having new recruits, lots of questions were answered. This year, clubs were not able to participate in Club Days and recruit new members if they were not present at the Club Summit meeting. The reason for this was because there are so many changes this year with



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clubs, forms and the updated Club Policy that NUSU did not feel comfortable with clubs operating without having reviewed the new information.

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### Club Meetings

Clubs have had the opportunity to meet with me separately if they missed the Club Summit meeting to still gain all the information from that meeting. NUSU made the decision that clubs are not to operate until they have all the updated information to act in best practices with NUSU. I have had a few meetings with clubs who missed the Club Summit meeting, and still continuing to have those meetings.

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### NUSU Crew

NUSU Crew had our first meeting on September 20th, 2019. At this meeting, we reviewed NUSU, the staff and executive positions, what NUSU Crew is, the operating budget for the year, the incentives and perks of being a NUSU Crew member, expectations, volunteer opportunities coming up, and more. We had our second NUSU Crew meeting on Wednesday, October 2nd to begin planning some events for the year. We had many volunteers come out to help with the Community Fun Fair, NUSU Block Party, Welcome BBQ, and the Federal Election Debate. We have been rewarding NUSU Crew members for their participation.

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### Ontario Universities Fair (OUF)

The Ontario Universities Fair took place in Toronto from Thursday, September 26th to Sunday, September 29th. Hannah Mackie, Tayler Sullivan and myself attended on behalf of NUSU. It was an incredible experience and a great opportunity to interact with potential students coming to Nipissing for the 2020-2021 academic year.

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### Community Fun Fair

The Community Fun Fair took place Saturday, September 21st from 11:00AM -



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5:00PM. There was a good flow of people who attended the event at all times. I would estimate that we had approximately 200-250 people come through the Community Fun Fair. We have discussed the possibility of running this event again next year, and in collaboration with the Social Committee, we analyzed the event and what changes we would make.

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### **NUSU Student Block Party**

The NUSU Student Block Party took place Saturday, September 21st from 7:00PM - 11:00PM. This was a huge success. We had approximately 500 students in the event at one point. There was nothing but positive feedback and we are definitely thinking about doing this event yearly. The bus looping from the Block Party to The Boat was also an incredible addition to the event. There were no hiccups in the event; everything ran seamlessly.

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### **Meeting with Mayor Al MacDonald**

On Monday, September 23rd, the executive team and Sarah McGowan had a meeting with Mayor Al MacDonald. In this meeting, we talked about the initiatives that we have on our plates, some things that the city has going on, how to increase student retention, the possibility of collaborating and partnering on some upcoming events and future events, and more. It was an incredibly beneficial meeting, and NUSU is looking forward to working closely with Mayor Al MacDonald and the city of North Bay this year.

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### **Lakers Orientation Debrief**

Warren Lindsay, Charlotte Foster and I attended the Lakers Orientation debrief meeting on Thursday, September 26th. In this meeting, we reviewed Lakers Orientation as a whole, and then more specifically looking at Frosh Week, Residence Orientation, Mature and Transfer Orientation, International Orientation, and Lakers Academy Orientation. This meeting was constructive and important for NUSU to be a part of, as it provided a lot of open feedback for transitional documents for the next Vice-President Student Life.

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### Frosh Week Review

On Tuesday, October 1st, the NUSU Office staff and executive team met to review Frosh Week as a whole. This review included topics like promotion, ticket sales, Frosh Leader changes, Frosh Leader Contract changes, structural schedule changes, training changes, planning changes, coordinator recruitment changes, and more. With the building opening next fall, it is important to consider how the building will be affecting Frosh Week, and what Frosh Week will look like this upcoming year as a result.

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### Homecoming Preparation

NUSU has been selling hockey tickets for the Women's hockey game on October 5th at 7:00PM. We have been selling the tickets out of the NUSU Office, and from October 1st - October 4th, NUSU has been selling tickets in the NU Hallway, as well as Homecoming Bundles (which includes hockey ticket, NUSU hat, pop socket, face paint, and whistle necklace). We have had a "Spin to Win" wheel at the table in the NU Hallway for the chance to win a free Homecoming hockey ticket or Homecoming bundle. These "free" tickets and bundles to the students have been paid for by NUSU from the Student Activities budget.

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### Warren's Report

The following is a list of things that Warren has been busy with for the month of September;

- Cleaned up and organized office after Frosh
- Assisted with education orientation
- Sent info to the university re: cost saving measures on Student centre
- Prepared, organized and facilitated Fun Fair/Block Party event
- Met with external security company about Student Centre Security System
- Worked with Sarah on election debate planning
- Worked with Sarah on Ilead intern positions for office
- Attended Homecoming meetings with NU to coordinate weekends events
- Organized colour selection meeting at MJA for new Student Centre
- Met with RBC & Sarah RE: Wellness week
- Final Canada Summer Jobs payment submission and work completed forms filed



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- Updated account info with our insurance provider
- Booked Tahoe in for winter maintenance
- Lakers Orientation Frosh follow up meeting

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### Things to Come

- NUSU Trip to Leisure Farms
- Homecoming
- Clubs
- NUSU Crew