

NIPISSING UNIVERSITY STUDENT UNION



Board of Directors Meeting Minutes – Nipissing University Student Union
Wednesday, September 16th, 2020 – 2 PM – Online

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
 Wednesday, September 16th, 2020 – 2 PM – Online

Attendance:

President:	Hannah Mackie	Present
VP Finance & Administration:	Ward Loveday	Present
VP Student Life:	Shannon MacCarthy	Present
VP Advocacy & Awareness:	Mykayla King	Present
Director-at-Large:	Patrick Bethune	Present
Director-at-Large:	Hannah Brown-Thiesen	Present
Director-at-Large:	Charlotte Foster	Present
Director-at-Large:	Sarah Pecoskie-Schweir	Regrets
CHAIR / SPEAKER:	Sammi Pritchard	CFS Representative
RECORDED BY:	Rebecca Dubeau	Office Administrator
STUDENT MEMBERS:	There were none.	

1. Call to Order

The Board of Directors meeting is called to order at 2:03 PM. *MACKIE* offered a traditional land acknowledgment.

2. Declaration of Conflict of Interest

There was none.

3. Adoption of Agenda

MOTION #1: To adopt the agenda for the Board of Directors Meeting dated September 16th, 2020, as circulated.

*Moved by MACKIE;
 seconded by BROWN-THIESEN.*

Discussion:

There was none.



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

4. Approval of Minutes from the September 8th, 2020 Meeting.

MOTION #2: To approve the minutes from the September 8th, 2020 meeting as circulated.

*Moved by MACKIE;
seconded by BROWN-THIESEN.*

Discussion:

There was none.

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

5. BDO Audit Presentation

BETHUNE entered the meeting at 2:07 PM.

DEAN DECAIRE of BDO gave a presentation regarding NUSU's financial audit for the 2019-2020 year.

MOTION #3: That the Board of Directors approve the circulated draft financials for the 2019-2020 fiscal year.

*Moved by LOVEDAY;
seconded by KING.*

Discussion:

BETHUNE sought clarification keeping track of cash transactions.

MACKIE understood it as a lot of revenue comes from cash transactions and that those transactions are harder to track; it is difficult to have accounting controls with such a cash-based system. not sure how many cash transactions will happen this year.

BETHUNE suggested taking names with the amount given but acknowledges it may be a bit



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difficult.

MACKIE stated the restaurant & bar will make it harder to track but POS will help with those transactions (e.g. they will all be time-stamped).

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

6. Executive Reports

a. Report From the President

MOTION #5: That the report from the President dated September 16th, 2020 be received.

*Moved by MACKIE;
seconded by KING.*

Discussion:

There was none.

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

b. Report from the Vice-President Advocacy and Awareness

MOTION #6: That the report from the Vice-President Advocacy and Awareness dated September 16th, 2020 be received.

*Moved by KING;
seconded by BROWN-THIESEN.*

Discussion:

There was none.

*No noted abstentions.
No noted opposition.*



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Motion carried.

c. Report from the Vice-President Finance and Administration

MOTION #7: That the report from the Vice President Finance and Administration dated September 16th, 2020 be received.

*Moved by BETHUNE;
seconded by BROWN-THIESEN.*

Discussion:

There was none.

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

d. Report from the Vice-President Student Life

MOTION #8: That the report from the Vice President Student Life dated September 16th, 2020 be received.

*Moved by MACCARTHY;
seconded by BETHUNE.*

Discussion:

There was none.

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

7. Committee Reports

a. Elections Committee



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MOTION #9: That the Board of Directors approves the report of the Elections Committee.

*Moved by MACKIE;
seconded by MACCARTHY.*

Discussion:

MACKIE reminded the board that the by-election packages for Directors-at-Large and the Graduate Student Senator.

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

b. Social Committee

MOTION #8: That the Board of Directors approves the report of the Social Committee.

*Moved by MACCARTHY;
seconded by BROWN-THIESEN.*

Discussion:

FOSTER noted at the end of the report that attendance has been zero. Due to the limitations of campus events, how is the committee trying to get more engagement? *FOSTER* suggested they talk about it at the next meeting if they have not already.

MACCARTHY stated it has been a topic of conversation but are not sure how to combat low student engagement. There is potential to partner with clubs to hold joint events and not have duplicate events/

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

c. Governance Committee

MOTION #9: That the Board of Directors approves the report of the Governance Committee.

*Moved by MACCARTHY;
seconded by KING.*



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Discussion:

There was none.

No noted abstentions.

No noted opposition.

Motion carried.

9. New Business

- Next Meeting

MACKIE stated that the next meeting will likely be held after the AGM but before Fall Reading Week.

- AGM Date - October 1st at 7:00 p.m.

MACKIE stated she will send out a formal invitation. The AGM will take place on Thursday, October 1 at 7 PM. All Directors are encouraged to invite people to get a quorum. The email inviting students is going out sometime this week.

9. Question Period

FOSTER asked how the executives they felt having a summer events coordinator and if they would recommend it again for future years.

MACCARTHY stated that she would recommend it for future years. The position shifted because of the pandemic and was a shuffle of figuring out what the position would be doing. It was very helpful to have someone focused on events. Also, it helped a lot for O-Weekend especially considering Warren was occupied with the building project this summer.

KING stated the Summer Events Coordinator also helped the communications department by making graphics for events.

10. Adjournment

MOTION #9: That the meeting of the Board of Directors dated September 8th, 2020 be adjourned.

*Moved by BETHUNE;
seconded by BROWN-THIESEN.*

Discussion:

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

The meeting moved into closed-session at 2:59 PM.

2:59 PM – Meeting adjourned.

Sami Pritchard, CHAIR

Rebecca Dubeau, SECRETARY



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President's Report to the Board of Directors

Prepared by: Hannah Mackie
Wednesday, September 16th, 2020

In this Report:

- Building
- Advocacy
- ORC Committee
- Other Committees
- Meetings
- Miscellaneous

Building

A few updates I can provide from my side is that we have been preparing some Requests for Proposals regarding services and products. We've been able to continue sorting out small things such as ATM's and other materials. I have also been facilitating conversation with the university around services and finances to begin working together as we approach occupancy of the building.

Advocacy

A part of my advocacy role is to be the NUSU representative for the Canadian Federation of Students. I attended CFS's Ontario General Meeting at the end of August. The main thing to note is that we elected in our provincial representatives for two years. I have complete faith in our executive for the next two years that they will continue to fight for all of us students at provincial and federal levels.

I also have been working with the team to communicate student concerns to the university regarding the fall semester. The beginning of the fall semester has been a bumpy start for us all and we are continuing to assist students with concerns as they arise, and push for student support.

ORC Committee



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The university has now moved into phase two of their return to campus plan. There has been a lack of structure or clarity around how this will progress, as there is still limited or restricted access to many spaces on campus. As it stands today, there is only access to spaces by appointment only and many groups continue to offer services online. While I am working on getting NUSU back into the office and connecting with students, I do not feel like the campus is at a place where it is smart for us to come back yet. I would like to see how things develop over the next few weeks before phasing people back. However, Warren is currently the exception to that decision as he was approved for access in Phase 1 for building related operations and orientation. I will ensure that as NUSU's plans change, that the board is kept in the loop, with major changes being posted to our social media to update the membership.

Other Committees

For the Dean of EPS search committee, it has come to an end and we have selected Dr. John Nadeau for a one year appointment. The Associate Dean of Arts and Science has also come to an end and we have appointed Dr. Dan Walters. The President's search committee is currently ongoing.

Miscellaneous

I filled in as an Orientation Leader for the last week of August/first week of September. Between various training sessions and then actual events for the orientation, this kept me busy right through the weekend.

Elections

The Director/Senator by-election begins this week with packages being due Thursday, September 17th. We are looking forward to hopefully welcoming new members to our board, and providing some committee support to our current hardworking members. Ward will be acting as the CRO for this election, with myself as the DRO. We are provided with committee support from our two directors Charlotte, and Patrick.

To Come

The main projects that will require my attention this semester will be; the committee work with the Governance Committee concerning policies, working to put a lot of structure in place for the building, hiring for the building, maintaining successful governance through our AGM and



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other pathways, communicating with our membership , and taking advantage of all of the opportunities that arise for student advocacy and student engagement.



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

Prepared by: Mykayla King
Wednesday, September 16th, 2020

August was a very busy month, as we were gearing up for not only O-Weekend, but preparation of the school year. This report will outline what both Sarah and I have done during the month of August, as well as some things that are to come in September.

In this Report:

- Campaigns
- Student Advocacy
- Shinerama
- Things to Come
- Sarah's Report

Campaigns

I initially planned for August to be *Fairness for Students/International Students and Fight the Fees*. After meeting with Hannah, Sarah, and Rebecca, some points that were made was, a campaign based around education for students should be spread across a school year, rather than a month. I have a document where I have been including research, as well as topics to help educate myself on this campaign. I also attended a live stream on the CFS Ontario Instagram page, titled 'Where's the Money? Post Secondary Education Funding', which was a discussion between the CFS National Executive Representative and the President of CAUT (Canadian Association of University Teachers). In this live stream, I learned a little bit about the history of funding, where funding comes from, as well as how underfunding is affecting the students, staff and faculty during the pandemic.

For the rest of August, I have been working on the campaigns for September. With some assistance from Rebecca. The campaigns for September are *Learning Online*. Some of the topics we will be covering in *Learning Online* is; preparing for the year, Self Care/Mental Health when Learning Online, Communications (e.g. how to email professors), Microsoft (Tips and



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Tricks on how to use the new platform) and Classes (e.g. setting a schedule). The graphics for this campaign is set for September 21st - 25th.

I have also met with the new SVPEC coordinator, Stephanie Vennard, to introduce myself and discuss collaboration through the year. We have sent them the list of campaigns we are planning on running this year that could potentially lead to a collaboration or sharing of resources. Overall, it was a great meeting and I am excited to see what comes from this.

Student Advocacy

The students that have come to me so far, haven't had a case for an appeal or a petition. However, I was able to provide them with information or point them in the right direction to get the correct information.

Similar to past months, I have been attending the regular AAAPC meetings, and petition exec meetings. I really appreciate being able to attend these meetings, as I find I learn the most during these meetings.

The executive team met with the new Dean of EPS, Dr. John Nadeau. This was a great meeting, for both offices to get on the same page and to discuss some potential issues or concerns. It was an overall a good meeting, and I was thankful to meet before the school year got busy.

Shinerama

This month was busy with finalizing the Shine Day initiatives and campaign. On August 26th, NUSU released and kicked off our shine campaign with a video message from Coach Bolton encouraging Nipissing University students to raise awareness and donate. Students were told to share and tag their friends to be entered to win a prize. This video was well received and created quite a bit of excitement.

To increase the awareness and get students involved, I created 2 videos that were shared within the O-Weekend team groups. The first video was an awareness video, explaining what CF is and how we are able to help. The second video was a tutorial explaining how to register on the Shinerama.ca website. I also compiled a list of tasks and questions to be added



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into the GooseChase that was happening during orientation week, to increase awareness and incentivize students to watch the videos.

With much help from Sarah, we partnered with The Studio to host a Zumba event on Saturday, September 5th, on the Lakers Field at the RJ Surtees Athletic Centre. The event was held in person, solely for students who signed up for O-Weekend, but was also held online for anyone else. Unfortunately, the in-person event was not well attended, but those who came gave great feedback and had a good time.

We also ran an online campaign called Shine Your Ride For CF. This campaign ran from September 1st to September 6th, where we asked everyone to “Shine Your Rides,” which was an online car wash. We asked everyone to wash their modes of transportation, post it online with hashtags, and tag NUSUtalks on social media. We also asked participants to share a fact about CF and to donate to the Shine Campaign. Participants were entered into a draw to win a prize every time they tagged NUSU in a post. Thank you to The Studio!

Thanks to an outstanding North Bay business, Gold Fleet Subaru, we had another fundraising opportunity. Gold Fleet ran a promotion between September 1st and 6th, where people could book and pay now for a car wash, with the proceeds being donated to Cystic Fibrosis. The car washes cost \$9.95 and were available anytime in 2020. Thank you to Gold Fleet Subaru!

Things to Come

In September, a significant goal of mine is to not only finish the graphics for the September campaigns, but to have the graphics and campaign pieces for the October campaigns finished. With school starting, I want to ensure that I have an adequate amount of time to complete these.

Sarah's Report

Committees:

Young Professionals:



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Lemonade Day went extremely well. Unfortunately, there were a lot less families involved; however, those that still had a stand did a wonderful job. It was great to see such entrepreneurship and they are all interested in participating next year. This is a wonderful thing for NUSU to continue to be involved in.

Clean, Green, Beautiful North Bay:

Myself, Hariett Madigan and Thomas Brown made a presentation on behalf of Clean, Green, Beautiful to the North Bay City Council. This was to showcase what CGB has done thus far (in its 2 years) and what we are looking to accomplish over the next few years including having the city participate in an international competition, "Communities In Bloom".

Chamber of Commerce:

We have been working on a 5-year Strategic Plan. We have also been working with the Ontario Chamber of Commerce to get feedback from businesses about what they've faced during COVID.

Labour Market Group:

The Labour Market Group has been keeping an eye on the trends within the businesses in Ontario. It seems that there have been positions not being filled in businesses due to relying on CERB but now that the government funding is coming to an end resumes are being sent in more. We will be working with the film industry a bit closer within North Bay and looking to help support them fill positions with local talent (i.e. film crew, catering etc.)

Survey Results:

The results from our survey showed that the biggest concern from students is communication from the university and with the faculty. We have had discussions with both the administration and faculty regarding these issues. We will be posting graphics on our social media touching on some of the concerns which we hope will help.

Contact With Students:



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Students have a wide range of concerns depending on their program. Hannah, Mykayla, Rebecca and myself have been trying to deal with any issues that have been coming in. Due to me being the main point of contact for questions right now, students have started the year extremely stressed due to the university switching over from Google to Microsoft Teams and changing the email addresses. Unfortunately, this has added to the stress of students returning but we are hopeful that a lot of the issues have been resolved.

Communication:

Warren, Hannah and myself had a meeting with the External Relations department from Nipissing University. At the end of the meeting we brought up the concerns surrounding communication from the university. They recognized that they are behind in communication. From that discussion they sent out an email the following day regarding the bus pass, student card and parking and the following week created nipissingu.ca/fall2020. We are continuing to advocate for students to be communicated with more frequently, especially as they move stages of letting students on campus.

Website:

Due to unforeseen circumstances the website will be launching next week. This was out of our hands but we have worked closely with SOFA to ensure that everything will be ready and we are hoping students will see a marked improvement.

Careers Position at Nipissing:

Courtney Picard from Residence will be taking her position as the Careers Coordinator as of September 21st. We will be working with Gemma Victor to help Courtney transition into her role and plug her into the community.

COCA Concert:

The COCA Concert took place on Thursday, September 10th. It featured The Reklaws, Tyson Ritter of the All-American Rejects, Roy Woods, Pink Sweat\$, A Tribe Called Red, and Lennon



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Stella. We were able to provide three of our students with VIP passes to the e-meet and greet after. It's always good for us to partner with other student unions on events like this.

Returning Back To School:

As mentioned above the university put together the nipissingu.ca/fall2020 page on their website just as classes were starting. Reports from campus itself have shown that no one really understands the rules surrounding the campus bookstore, reasons why you should be allowed on campus etc. due to the fact that Canadore College will be having up to 1500 of their students on campus in the next few weeks. We will get a better sense of where students are at with their classes and stress wise by the next board meeting.



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VP Finance and Administration Report to the Board of Directors

Prepared By: Ward Loveday
Wednesday, September 16, 2020

This Report:

- Health Plan Update
- Budget Update
- Building Update

Health Plan

The daily tasks have remained the same, with September being specifically busy regarding opt-out options and various other health plan related questions. As well, NUSU has been found liable for discrepancies of enrollment lists provided to the insurer (ACL), which has resulted in extra costs as result of an error last policy year. The correct process regarding enrollment lists and timeline regarding when the blackout period will occur has now been defined and the risk of unexpected costs should be limited. The process includes NUSU sending a list of active students after the final registration date September 21, 2020.

Furthermore, the health plan contract was not signed when required last year, we are now in negotiations with ACL and will likely extend our contract with this provider until 2023. We have requested that the contract includes language regarding when fees can be negotiated, and we are currently waiting for ACL to include this in the contract. This will not affect our health plan coverage for the current year.

Budget

The projection of students returning as a reflection of Covid-19 (75% return rate), at this time, we can conclude that this was an underestimation, and we will have more students returning than expected. This will assist NUSU in decreasing the projected deficit as more funds will be collected. At this time, spending has occurred as expected, the Audit & Finance committee has reviewed NUSU's purchases and have concluded that funds are being spent appropriately at this time.

Building Project



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This month has been increasingly busy in regard to the NUSU Student Centre. We are very excited to be welcoming our students into the space in 2021. We are looking forward to an influx of available jobs for students, study spaces and more. Unfortunately the opening of the Bar & Restaurant is still undefined as we wait to understand what the winter semester will look like due to Covid-19.



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

Prepared By: Shannon MacCarthy
Wednesday, September 16th, 2020

This Report:

- O-Weekend
- Clubs & Societies
- Warren's Report
- Things to Come

O-Weekend

O-Weekend took place the weekend prior to school starting (Thursday, September 3rd to Sunday, September 6th). It went very well. The weekend was packed with events that were both in-person and online to accommodate both students living in North Bay and back home. All events were well attended by first year students, and the team leaders did an amazing job maintaining the Nipissing Laker spirit, even online.

Clubs & Societies

Now that O-Weekend has completed, I am shifting my focus to clubs and societies. All of the forms for clubs and societies have been updated for the year; application package, event approval, finance requests & withdrawals, executive updates, club closure, etc. I am still hoping to tweak the policy, but that is not a huge priority at the moment. Just something to do this year. The Zoom account for Clubs & Societies has been purchased, and clubs can now book that account for their events and meetings.

Warren's Report

August 2020



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- Building project Total completion date Nov 1st, 2020
- On building site 3-4 days per week
- Doing tours as requested
- Compiled signage list in French and Anish
- Trees are planted, landscaping 90% complete
- Parking lot asphalt laid, lines painted
- Kitchen equipment & Bar equipment installed
- HVAC system running, testing at end of Sept
- Exterior furniture installed
- Interior furniture arriving end of Sept
- Instagram updates are going well, will continue until build is complete
- FOOD BANK - 46 Students in person - 74 Bags of groceries
- ONLINE GIFT CARDS - 57 sent out (\$570) Total to date = \$2340
- O-Weekend - Built Mini-Putt course - Organized and facilitated in person events

Things to Come

- Club Recruitment Methods
- Events
- Club Summit Training