

NIPISSING UNIVERSITY STUDENT UNION



**Board of Directors Meeting Minutes – Nipissing University Student Union**  
Wednesday, April 28, 2021 – 9:30am – Zoom

**Notice: Meeting may be recorded for the benefit of the secretary. The recording secretary shall keep a record of the recording for conflict resolution and organizational purposes.**

**Board of Directors Meeting Minutes – Nipissing University Student Union**  
Wednesday, April 28, 2021 – 9:30am – Zoom

**Attendance:**

President:	Hannah Mackie	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:	Mercedes Parsons	Present
Director-at-Large:	Sarah Pecoskie-Schweir	Present
Director-at-Large:	Curtis Tilbury	Present
CHAIR / SPEAKER:	Sami Pritchard	Chair
RECORDED BY:	Armaan Dattani	Office Administrator
STUDENT MEMBERS:	Joseph Gagnier	
	Joe McIntosh	
	Emily Wilson	
	Ethan Houghton	
	Riley McEntee	
	Anna Brownlee	

**1. Call to Order**

The Board of Directors meeting is called to order at 9:35 AM. *MACKIE* offers a traditional land acknowledgement.

**2. Declaration of Conflict of Interest**

There is none.

**3. Adoption of Agenda**

**MOTION:** That the Board of Directors Meeting Agenda for April 28 be adopted as presented.

*Moved by MACKIE;*

*seconded by BROWN-THIESEN.*

**Discussion:**

BETHUNE asks if the Governance Committee will be bringing forward the Terms of Reference to be approved, since he has some suggestions and amendments to make. MACKIE confirms that the Terms of Reference will not be addressed at this Board meeting.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

**4. Approval of Minutes**

**MOTION:** To approve the minutes from the March 31 meeting as circulated.

*Moved by BETHUNE;  
seconded by FOSTER.*

**Discussion:**

There is none.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

**5. Executive Reports**

**a. Report From the President**

**MOTION:** That the report from the President dated April 28 be received.

*Moved by MACKIE;  
seconded by BETHUNE.*

**Discussion:**

There is none.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

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

**MOTION:** That the Report from the Vice-President Advocacy and Awareness dated April 28 be received.

*Moved by KING;  
seconded by PARSONS.*

**Discussion:**  
There is none.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

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

**MOTION:** That the Report from the Vice-President Student Life dated April 28 be received.

*Moved by FOSTER;  
seconded by BETHUNE.*

**Discussion:**  
In the chat, MACCARTHY thanks the Board for the great experience working with them the past two years.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

## 7. Committee Reports

### a. Audit and Finance Committee

#### **Discussion:**

MACKIE says that the next focus is to transition operations over to the next Executive Committee. Also, the budgeting process will be a main focus at coming meetings and the audit will take place over the summer.

At 9:45 AM, TILBURY left the meeting and returned right away.

### b. Elections Committee

### c. Governance Committee

**MOTION:** That the report from the Governance Committee dated April 28 be received.

#### **Discussion:**

MACKIE prefaces the report by saying that there is a “to-do” list at the bottom of the report that will be revisited by the next Governance Committee. According to MACKIE, the Office Administrator has been a great help in helping ensure that the Governance Committee meets regularly and will continue these efforts in the future. MACKIE highlights that, among some changes being made by the Governance Committee in the next few meetings is the confirmation that committees will meet regularly throughout the year as it says in the Terms of Reference, including the Elections Committee which has not done so in the past. MACKIE says that a schedule will be made to review policies throughout the year as opposed to all in one month. MACKIE and the Office Administrator also changed the template of policies.

*Moved by MACKIE;  
seconded by KING.*

#### **Discussion:**

There is none.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

**MOTION:** That the amended NUSU Board of Directors Policy be approved.

*Moved by MACKIE;  
seconded by KING.*

**Discussion:**

MACKIE offers to highlight some amendments that were made in addition to the amendments made at this Board meeting. One such amendment is changes in Executive titles, in accordance with the new Executive titles that were established three years ago. Also, in an effort not to repeat By-Law wording, MACKIE includes a point in the policy to refer to the By-Laws in regards to attendance. MACKIE highlights the addition of online platforms to places where meetings can take place. Some language was revised regarding Committees, including the assignment of the Office Administrator as the recording secretary for all committees as well as the Board. MACKIE and the Office Administrator entirely changed the Executives' duties to the Board, removing overarching job descriptions and including Chair, Vice-Chair, voting, and non-voting roles of each Executive.

BETHUNE suggests approving the amendments at this time and revisiting the policy once again over the summer to add some more amendments that should be made within the Governance Committee before being brought forward to the Board.

The following motions were put forward during this discussion:

**MOTION:** That the NUSU Board of Directors Policy be amended to read that in accordance with point 8.4 of the NUSU By-Laws, in the case of a tie-vote during an Executive Committee meeting, the question shall be brought before the Board of Directors. And that any point following and including the current point 5.9 be reflected in the change of this order.

*Moved by BETHUNE;  
seconded by PARSONS.*

**Discussion:**

MACKIE asks for clarification on the amendment, regarding a change of numbering. BETHUNE motivates that this is just to assure that the order is maintained but a point is added.

*No noted abstentions.  
No noted opposition.*

*Motion carries.*

**MOTION:** That the NUSU Board of Directors Policy be amended to read that, where in the policy voting members of the board are referred to as 'member' or 'members,' that it be changed to 'Board member' or 'Board members.'

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

**Discussion:**

There is none.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

**MOTION:** That the NUSU Board of Directors Policy be amended to read that, without limiting to Section 3 below, the conduct of each Board member must conform to the rules, procedures, principles, policies, guidelines set out in the NUSU By-Laws, this policy, and all other relevant policies including the NUSU Code of Conduct.

*Moved by MACKIE;  
seconded by BETHUNE.*

**Discussion:**

MACKIE motivates that the Code of Conduct must be included to make it clear that the conduct process pertains to Directors-at-Large as well. She will continue working on updating this policy over the summer.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

The Chair of the Board concludes the discussion and revisits the main motion as amended and calls for a vote.

*No noted abstentions.  
No noted opposition.*



*Motion carries.*

**MOTION:** Be it resolved that the Board of Directors approve the creation of the Internal Relations Committee and the attached terms of reference.

Be it further resolved that the Governance Committee review the Board of Directors Policy and NUSU Code of Conduct for needed amendments regarding the addition of this committee.

Be it further resolved that the NUSU By-Laws are reviewed to ensure the nature of this committee and its processes are supported and any conflicts between the two are noted and resolved at the next NUSU AGM.

*Moved by MACKIE;  
seconded by KING.*

**Discussion:**

MACKIE motivates that this motion is in response to the gaps that have been identified in the structure to deal with concerns on the Board. She says that this was initially brought forward to the Governance Committee by BETHUNE. MACKIE would like to have this motion moved by the end of the year. MACKIE continues to say that, since some Board members may come in with less experience with Board matters, such a committee would advocate for and protect the rights of each person on the Board. MACKIE hopes that the development of this committee will have a domino effect to fill some of the gaps that were exposed in light of some events that took place this year.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

**MOTION:** That the Terms of Reference for the Internal Relations be amended to read that depending on the issue at hand, the committee can function with two (2) Directors-at-Large (instead of three (3)), one (1) Executive (non-voting) and the Chair of the Board of Directors (non-voting)

*Moved by BETHUNE;  
seconded by MACKIE.*

**Discussion:**



There is none.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

**MOTION:** That the Terms of Reference for the Internal Relations be amended to read that at the discretion of the chair (in terms of scheduling) and with the consent of the complainant(s), the complaint(s) will be brought forward in an emergency meeting of the Board of Directors, or at the next regularly scheduled meeting in closed session to form the committee.

That the Terms of Reference for the Internal Relations be amended to read that the chair shall bring forward all complaints made by an identifiable individual, with the consent of the complainant, and when it is legally justified, to the Board of Directors but has the discretion to decide when the complaint will be addressed.

That the Terms of Reference for the Internal Relations be amended to read that all complaints shall be scheduled to be addressed at a Board of Directors meeting within twenty (20) business days of the chair receiving the complaint(s).

*Moved by BETHUNE;  
seconded by MACKIE.*

**Discussion:**

BETHUNE motivates that all numbers will be adjusted to include the above amendments. He further motivates that these changes will make decisions more fair and include multiple perspectives. MACKIE agrees and says that one other change to make would be to include "(s)" after "complainant" to include the possibility of multiple complainants. MACKIE appreciates that BETHUNE kept the wording "form the committee." Some further amendments that should be considered, according to MACKIE, are changing the wording "legally justified" to be more specific and appropriate to the Board purposes, some considerations that must be taken regarding sharing personal information and confidential details of the complaint in order to determine which Board members are do not have a conflict of interest, any barriers or accessibility deterrents to making a complaint (including the language above which deters anonymous complaints), and more specific information to protect complainants. The Chair of the Board elaborates that some other considerations that must be addressed should include whether or not the committee will accept referrals, the various labour laws that could conflict with wording that is too specific, what a report or document produced by the committee would look like, and more! MACKIE agrees with

the points that the Chair made. She emphasizes that the confidentiality aspect will be important to address in the near future.

*No noted abstentions.*

*No noted opposition.*

*Motion carries.*

**MOTION:** To table an amendment to the Terms of Reference for the Internal Relations would read that both the Internal Relations committee and the Board of Directors reserve the right to re-open an investigation.

To table an amendment to the Terms of Reference for the Internal Relations would read that the Internal Relations committee may reopen an investigation before they have approved their final report and sent it off to the board for final approval. The Board of Directors may reopen an investigation before they have approved the final report of the committee.

To table an amendment to the Terms of Reference for the Internal Relations would read that the Board of Directors has the authority to re-open any concluded investigation if new information is made available to the board. If possible, the same committee members should resume their work on the investigation.

To table an amendment to the Terms of Reference for the Internal Relations would read that subject to the limitations provided in D.4.e, an emergency meeting of the committee can be called for by any committee member if an emergency meeting would be required under normal conditions or if a vote on reopening an investigation if requested.

*Moved by BETHUNE;*

*seconded by MACKIE.*

**Discussion:**

BETHUNE motivates that these amendments should be addressed at the next Board Meeting.

*Motion is rescinded by BETHUNE, with consent from MACKIE.*

*No noted abstentions.*

*No noted opposition.*

**Discussion:**

MACKIE asks to refer this motion to the Governance Committee.

d. Campaigns and Green Initiatives Committee

**MOTION:** That the report from the Campaigns and Green Initiatives Committee dated April 28 be received.

*Moved by KING;  
seconded by PARSONS.*

**Discussion:**

KING says that PECOSKIE-SCHWEIR acted as Chair for the most recent meeting and KING thanks all members of the Committee for their contributions and participation. MACKIE also praises the members of this committee for their engagement and enthusiasm.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

e. Shine Committee

**Discussion:**

There is none.

f. Social Committee

**Discussion:**

There is none.

**8. Question Period**

**MOTION:** That the Board grants MCINTOSH speaking rights at this Board meeting.

*Moved by BETHUNE;  
seconded by MACKIE.*

**Discussion:**

There is none.

*No noted abstentions.  
No noted opposition.*



*Motion carries.*

**Discussion:**

MCINTOSH takes the opportunity to thank MACKIE for staying at NUSU with her new title, Strategy and Infrastructure Student Assistant. BETHUNE praises the new Executive Committee for assigning somebody to focus on revamping policies and By-Laws since it is something that he thought would be helpful for a very long time. MACKIE warns the incoming Directors-at-Large to keep an eye on their emails for training and orientation events and meetings in the coming weeks. Also, incoming Directors can pick up their sweaters at times that will be communicated to them by MACKIE.

**9. Closed Session**

**MOTION:** That the Board of Directors meeting dated April 28 move into closed session and the 2021/22 Executives join them.

*Moved by MACKIE;  
seconded by KING.*

**Discussion:**

There is none.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

**10. New Business**

**a. Board Exit Survey**

MACKIE reminded everyone of the survey that the Office Administrator linked in the chat and to please fill it out. She asked for any feedback to send it in, as it will be reviewed to help the incoming executives.

**b. Board Transition**

MACKIE says that the orientation meetings will take place in May.



**c. Sweaters**

MACKIE reminds everybody that if they have not picked up their sweaters already, she will communicate a time to do that soon.

**Discussion:**

MACKIE thanks FOSTER for her four years of dedication to the Board. The Chair thanks everybody for their service on the Board and praises the advocacy that she had witnessed this year.

**11. Adjournment**

**MOTION:** That the Board of Directors meeting dated April 28 be adjourned.

*Moved by MACKIE;  
seconded by KING.*

**Discussion:**

There is none.

*No noted abstentions.  
No noted opposition.  
Motion carries.*

**The meeting moved into closed-session at 10:56 AM.**

11:29 AM– Meeting adjourned.

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Sami Pritchard, CHAIR

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Armaan Dattani, SECRETARY



100 College Drive, PO Box 5002  
North Bay, ON P1B 8L7  
Tel: (705) 474-3450 ext.4801 Fax: (705) 474-7732  
Web: www.nusu.com

Nipissing University Student Union

## President's Report to the Board of Directors

Prepared by: Hannah Mackie

Wednesday, April 28th, 2021

### In this Report:

- Advocacy
- Student Centre
- Transition
- Miscellaneous
- Meetings and Committees
- To Come

### Advocacy

This month has been full of advocacy with different individual students and groups of students as well. Some specific areas include collaborative nursing students and academic dishonesty. Mykayla has done a great job taking point, and I've been happy to help out where I could!

### Student Centre

Currently the work being done here is finalizing the service agreements with the university and beginning some budgeting initiatives. Independently I have been reviewing some organizational models that I feel best to propose to the new team.

### Transition

I am really excited for the new team of executives to start! They are going to be a fantastic group and have been nothing but enthusiastic through the last month and a bit. I have been mainly including the incoming executives in meetings where I can, and having conversations about Senate, the budget with Joseph G., and the Board of Directors transition with Joseph M.

I have been working with Armaan to get feedback from Sami (chair) and Joseph M. on a timeline/content for Board of Directors transition. I believe we have a solid plan in place and I am excited that I will be staying on with NUSU in my new position to assist the executives with that.



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## Nipissing University Student Union

### **Miscellaneous**

This last month I was participate in CFS's Workers United Campaign and speak on Instagram Live about the importance of students having membership on Joint Health and Safety Committees. It was a great experience and Kayla and I went back and forth about what it means to have student voices in spaces that impact their health and safety, especially in the pandemic context. I was able to speak about how NUSU has one non-voting position on Nipissing University's committee, which is apparently a rarity in Ontario Higher education.

I have also been working with SLT on New Student Orientation initiatives to try and use some of our budget before year end and help them out with their limited budget.

### **Meetings and Committees**

This month I participated on the search committee for the Dean of Education and Professional Studies. I also continued on the President Search Committee which has been going on for about a year. The public consultation for this hiring process was through small focus groups, one of which was students. I spent some time facilitating the membership for that and other logistical pieces as well.

We've had a few meetings this month with our new Senate team discussing some good practices and going over general Senate process. We also chatted about academic dishonesty and a few other advocacy issues that are at the forefront right now.

### **To Come**

As my last board meeting as an executive, I would like to say thank you. I have had an amazing time working in this space and alongside so many passionate students and staff. The student movement can be a powerful tool, and I have a very strong faith that the next group of student leaders will continue to represent students well, if not better! I am looking forward to staying with NUSU through the summer to assist with policies, by-laws, transition, and the Student Centre, but goodbye to NUSU from the executive position!



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

Prepared by: Mykayla King  
Monday, April 26th, 2021

April was primarily focused on transitioning the incoming VPAA, Sarah Pecoskie-Schweir, on ensuring that she felt confident and supported as she will begin her term in May. The report outlines what I have been working on in regards to Campaigns, Student Advocacy and Transition. It will also include Things to Come and Sarah's Report.

### **In this Report:**

- Campaigns
- Student Advocacy
- Transition
- Thank you
- Sarah's Report

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### **Campaigns**

From March 30th - April 1st, we held a 'Getting Prepared for Exams' campaign, where we published five graphics on tips for getting prepared for exams, including in a virtual environment. The campaign's goal was to remind students that exams were coming and to start preparing and provide some tips on different aspects of exam preparation. The topics that were covered were: Making Effective Study Notes, Effective Time Management, Highlighting Effectively, Tips for Successful Exam Prep, Tips for Taking Virtual Exams. This campaign seemed to be well received, as we had an average of 32 likes on the five posts. We also had 14 people bookmark the first post, Making Effective Study Notes.

I would like to thank Sarah McGowan and the Campaigns Committee for providing constant support and feedback and for all your hard work throughout my term.

### **Student Advocacy**

There has been a definite increase in the number of students coming forth with academic advocacy concerns. I have been meeting with students to assist them through both the appeals and petition process. If these concerns are not finished by the end of my term, I will be introducing Sarah to the students and filling her in on the case.

I have attended many of my final committee meetings for my term. Throughout my term, these meetings have been a great opportunity for me to not only understand the process better but also voice concerns from a student perspective.





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## **Transition**

The transition for Sarah Pecoskie-Schweir has been the primary focus for April to ensure that she feels confident and comfortable taking on this position come May. This transition was included, but not limited to; Campaigns, Shinerama, and Academic Advocacy. Regarding campaigns, we met with the campaigns committee, where Sarah chaired the committee and sought recommendations for her term. Regarding Shinerama, I have put Sarah in connection with the Shinerama team to prepare for the upcoming Shine campaign. Sarah has attended a petition exec committee meeting and has been getting familiar with the policies. During the final week of my term, I will be walking Sarah through the academic appeals and petition policies.

## **Thank you**

I would like to thank all of the directors for their continued support and volunteerism. This has been a challenging year, and I would like to recognize all of their hard work and resilience to the constant change of environment. I would also like to thank my fellow executive committee and NUSU Staff for being great co-workers and continuous support while navigating this challenging unprecedented time. I would also like to thank Sarah McGowan for continuously being a great mentor and providing support. Finally, I would like to thank all of the Nipissing University Staff and Students. It has been a difficult year for everyone; however, you have provided me with support and encouragement throughout my term. It has been an incredible year at NUSU, and I am excited for the incoming executive team and can't wait to see what they accomplish!

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## **Sarah's Report**

### ***Small Business Showcase***

We were able to showcase 21 small businesses of current students and alumni. We had great response and there have been many requests to do this again in the Fall.

### ***Food Bank***

We have been sharing that students can donate their food and hygiene items to the student food bank. We will continue to run the student food bank throughout the summer on Wednesdays.



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### ***Student Survey***

We sent out our last student survey of the year. We are hoping that this survey will help guide us in what we need to do better next year.

### ***Giveaways***

We gave away two sustainable packages for Earth Day. We will be doing three more giveaways: one on Friday, April 23rd, one on April 26th and another for alumni. Students have responded well to it and we have received messages thanking us for them. They have been received well, especially since we changed our method of choosing winners.

### ***End of the Year***

Thank you to the Directors for all of their hard work and valued input on the committees this year, and to the Senators and Club Executives. To be online for an entire year was extremely difficult and we definitely had our challenges; however, I think we have seen new ways in which we can help our students.

It has been great seeing the level of engagement on our committees this year, especially with Mykayla and the campaigns committee. Mykayla and I definitely learned a lot along the way this year and I am really looking forward to seeing how Sarah builds on all of Mykayla's work. Both Hannah and Mykayla dedicated a lot of their time dealing with student concerns and it did not go unnoticed. Hannah's guidance this year has been invaluable and I know that she is leaving the team in the good hands of the incoming executives.

I wish the executives the best in their future endeavours!

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

Prepared By: Shannon MacCarthy

Wednesday, April 28th, 2021

As I begin to write this Board Report, it being my last board report of my two years at NUSU, I wanted to thank all the members of the Board, the NUSU Executives, NUSU Staff members and the Nipissing students who made my experiences over the last two years incredible ones. I'm excited to be continuing my involvement with NUSU as a Director-at-Large on the Board for 2021-2022, and I am even more excited to see Emily Wilson stepping into this role as the Vice-President Student Life. I know Emily, in addition to the other three executives stepping in, will have an incredible year dedicated to their roles, and the students.

With this being the last meeting, I will be spending this report just explaining the wrap-up I've been doing in all different areas of my position.

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### **Clubs and Societies**

Over the last month, I have been wrapping up Clubs and Societies, as the 2020-2021 Club/Society Executives are also at the end of their term. Thank you letters have gone out to all members, presentations and transition documents are prepared for Emily, my email is open for any questions or clarifications she might have that the team wouldn't know the answer to, etc.

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### **Orientation**

Emily has completely taken over Orientation, which is great and exactly how it should be haha. Much like for Clubs and Societies, there is a complete list of Orientation-related transitions available for Emily. I'm excited to see the incredible week she puts together.

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### **Events and Programming**

No events to report on, we're all wrapped up! Emily has a detailed list of events done previously, what was and was not successful, events to steer clear from, how to properly plan and organize an event, day-of tasks, passive and active events, etc. Like all other things, I will be available for Emily to reach out to, though I know the staff have lots of information about events and can help Emily!



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### **Miscellaneous**

Emily has a ton of other transition documents and presentations outlining relationships, student volunteers, the student centre, the food bank, committees (internal and external), and more. I have sent emails to several external parties I have worked closely with over the last two years, and also intend to send a thank you email to the staff to express my appreciation.

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### **That's A Wrap!**

Again I just want to express my gratitude to everyone involved with NUSU who has made my experience an incredible one, and I am looking forward to being involved with NUSU in multiple ways moving forward.