



Board of Directors Meeting Minutes – Nipissing University Student Union
Thursday, February 9, 2017 – 9:00 p.m. – F303, Nipissing University

Call to Order – Thursday, February 9, 2017

9:00 p.m. – Chairperson Jordan Andrews, President called the Board of Directors meeting to order.

1. Attendance

President:	Jordan Andrews	Present
Vice-President Governance & Legal Affairs:	Jordan Dempster	Present
Vice-President Finance:	Markus Hawco	Present
Vice-President Services:	Dave Ratcliffe	Present
Director at Large:	Alex Cadotte	Present
Director at Large:	Rebecca Dubeau	Present
Director at Large:	Cat Ridsdale	Present - by phone
Director at Large:	J'aime Brunet	Present
Director at Large:	Sydney Lamorea	Present
Director at Large:	Ray Mulville	Present
Director at Large:	Jasmin Beal	Present
Director at Large:	Josh Loeffler	Present
Director at Large:	Jordon Staroba	Regrets

CHAIR / SPEAKER: Jordan Andrews – NUSU President
RECORDED BY: Michelle Rae – Secretary to the Board

Chair said that quorum has been reached.

2. Adoption of Agenda

MOTION #91: RATCLIFFE/MULVILLE

To adopt the agenda for the Board of Director Meeting dated February 9, 2017.

An date error was changed to reflect today's date.

MOTION CARRIED

3. Adoption of Minutes

MOTION #92: RATCLIFFE/RIDSDALE

To adopt the Minutes from the Board of Directors Meeting dated January 19, 2017. Discrepancy in the minutes of January 11, 2017 with HAWCO's presence during the discussion of the Communication department. Changes to be made in the minutes of January 11, 2017 to reflect that HAWCO was not present at all during said discussions.

MOTION CARRIED

4. **Executive Updates**

a) **Report from the President**

See Attached (Appendix A)

b) **Report from the Vice-President Governance and Legal Affairs**

See Attached (Appendix B)

c) **Report from the Vice-President Communications**

See Attached (Appendix C)

d) **Report from the Vice-President Finance**

See Attached (Appendix D)

e) **Report from the Vice-President Services**

See Attached (Appendix E)

5. **President Update**

MOTION #93: BRUNET/LOEFFLER

That the Report from the President dated February 9, 2017 be received.

MOTION CARRIED

6. **Governance and Legal Affairs Update**

MOTION #94: BRUNET/DEMPSTER

That the Report from the Vice President Governance and Legal Affairs dated February 9, 2017 be received.

MOTION CARRIED

7. **Communications Update**

ANDREWS notes there was no written submission of a report by the Communications department. Since the previous Board of Director meeting, the new Communication Assistants has begun employment with NUSU. The new assistants are Zach Pecore and Jenna Turcotte. They have been a big help to the Communications department and NUSU Cares Committee.

8. Finance Update

MOTION #95: DUBEAU/CADOTTE

That the Report from the Vice President Finance dated February 9, 2017 be received.

MOTION CARRIED

9. Services Update

RATCLIFFE did not submit a report, and notes it will be submitted February 10, 2017 in the morning.

10. President Updates

ANDREWS congratulates Cooper ALLEN and J'aime BRUNET, who are two (2) of the five (5) new Executives to NUSU. ALLEN will be joining the remaining Board of Director meeting going forward, as an observer. Once all new executives have reviewed and signed their confidentiality agreements, shadowing will begin to take place. There are hopes to have the remaining three (3) new executives, Shane DUNSTALL, Sydney LAMORA, and Tyrel SOMERVILLE, to be present at the next Board of Director meeting.

11. Committee/Ad Hoc Group Reports

NUSU Cares Committee

BEAL notes the Committee has been meeting weekly in order to keep up with current events and campaigns. Upcoming events include candy sales which occur on February 13 and 14th, 2017. All proceeds from these sales will be going towards The Gathering Place for "The Coldest Night of the Year" event. There is the Organ Donor campaign. Flag campaign will occur on February 15, 2017. Little white and red maple leaves are cut out and will be creating a large Canadian Flag, to where students can stick the leaves onto. There is the Respect Campaign on March 1, 2017. Pairing with Community Living and Best Buddies. Also working on a mental health week with Sarah McGOWAN in regards to planning. Goal to have fun activities, but also informative//training sessions. BEAL spoke to Tyrel SOMERVILLE in regards to starting to work on applications for NUSU Cares committee members.

ANDREWS also added that during his last meeting with Dr. PHILLIPS to let him know about the mental health week we have planned, including having Dr. Justine Shuey speak. Dr. Phillips had mentioned there is some funds to use from the government that pertained to that subject and was interested in assisting with the cost of having the guest speaker. ANDREWS to follow up with PHILLIPS to verify the funding. NUSU is also trying to have frosh leader who are selected for the new academic year, to be present at the guest speaking presentation, in hopes for it to be part of their training. Hoping the same for new residence dons/residence representatives to complete as well. This is in order to try and help resolve any relationship with residence, and collaborate effectively together.

Audit and Finance Committee

HAWCO notes meetings are taking place in regards to Ancillary fees. They will be waiting until after the health plan referendum to meet and discuss further. ANDREWS asked about the proposal, HAWCO said that the administration is looking at the proposal and will notify. HAWCO states the only referendum ongoing is promoting the Health Plan change.

Recycle/Green House Group

MULVILLE updates a meeting took place today. Went well. Researched recycling receptacles on campus and continues to research to find best option and materials needed to complete.

Food Bank Group

BEAL updates two (2) meetings since previous Board of Director meeting. Starting to review items available in the Food Bank, and potentially in the process of looking into creating meal boxes. RATCLIFFE added stating that they want to make sure we are not over using items.

Library Group

LOEFFLER updates stating there has not completed anything since the creation. LOEFFLER states there have been no replies to the emails sent to members in regards to meetings. HAWCO states progress must begin in this group to boost productivity.

Bus Stop Group

The group has not met since the previous Board of Director meeting, as they are waiting for email responses from the City transit officials. LAMOREA has been corresponding with city transit officials.

BRUNET asked about the Social Committee. RATCLIFFE notes the Committee was to meet last Monday (February 6, 2017), RATCLIFFE rescheduled, as he was ill that day.

DEMPSTER provides update the Elections Committee. Executive elections are completed. There is nothing serious or pressing that needed to be handled. Small issue at the Debate with regards to live streaming, however, once up and running, no issues continued. Dempster enjoyed having it live streamed as it looked more professional. Dempster will work with Allen in order to provide guidance for the future elections. The elections went smoothly and congratulated the new executives. Student Senate positions are next for upcoming elections. Hoping to have posters and advertisement done by Friday, February 10, 2017, and the elections packages ready for the next round.

12. Question Period

Building Project

BEAL asks about the Building Project, requested an update. ANDREWS updates as NUSU is making a joint venture with the University and with that comes several agreements. The agreements are being reviewed by the lawyers and once reviewed and signed, the agreements will then allow the project to go to tender. Once contractors bid and the Board of Directors reviews and decides, the prospected contractor will then be brought to the University. There is no expected resistance to this decision between NUSU and the University. Once agreed, NUSU will notify the contractor who is awarded the project to which they will provide a construction start date.

There are no tentative timelines as of today the building permit must be submitted once a

contractor is chosen, on or before March 17, 2017. Otherwise the grace period deadline will be passed and could potentially result in changing the building code and causing a redesign of the building to be legal.

Trust Fund

Canadore College informed NUSU that because we were doing our due diligence in ensuring our agreements were okay for us to sign with regards to having NUSU pay half of the legal fees with trust fund money, and although the University along with others were aware of this arrangement, Canadore College was not in agreement with this arrangement, and as a result has put a stop work order on the file with their lawyers. ANDREWS and Cheryl Sutton both informed Canadore College to work on this issue, immediately, however there has been no reply. ANDREWS is to follow up with Canadore College tomorrow, February 10, 2017. Should there be no progress in the stop work order, ANDREWS will be voicing his concern and dissatisfaction in the progress, as it is an unnecessary stop to the work needed to be done.

13. CAO Position

ANDREWS presents the first draft of the CAO position is completed. DEMPSTER and ANDREWS drafted the document by referring to other Student Unions. This draft is based on current managers positions. This particular position is responsible for planning, organizing, directing, facilitating all of NUSU's services in general, and overseeing the operations within the office. Working with student counsel to ensure financial reporting systems are adhered to, assisting both Director of Services and Director of Communications with various tasks should be needed. In charge of organizing Human Resources training. This position would also have a permanent observer spot on the Board of Director to be a voice of the staff should be needed.

DEMPSTER notes that there is meetings with Tom Palangio who is the external Board of Governors members with Nipissing University. He will provide insight on hiring firms. Potentially hiring of a firm to hire the CAO position. DEMPSTER mentions that the firms are quite expensive, however would be beneficial also. Hiring firms could be hired to do the entire canvassing, interviewing and choose a candidate for the position and present that to you, or you could task them with specific steps, for example, have them do the canvassing and give you the best matches, so you could conduct the interview process. This position is going to be a big investment, and for the status of the position, it is currently felt that an external firm would be beneficial to some capacity. This would be highly recommended to the next executive team to review and consider.

HAWCO inquires about the cost, however, ANDREWS notes the cost is to be determined with the discussions with Tom Palangio. Tom Palangio has experience working with this subject and would be a beneficial person to have discussions with regards to hiring a CAO. It was said that the larger firms could be an estimated costs of six (6) figures, however, smaller firms offer more of what we would be looking for, and would result in less fees. The discussions with Mr. Palangio is to discuss the position and what would be a good fit should an external firm be considered.

LAMOREA inquires about the list of duties for the CAO position, as it seems extensive.

ANDREWS replies that the CAO would be involved in each department, as they would be overseeing the operations, in essence, the general manager. Further discussions were made in regards to qualifications and specific skills, DEMPSTER noted that these discussions would be an example why the external agencies would be good, as they could find an individual who meets the best of the needs required by NUSU and potentially having them adapt to new skills in order to fill the role completely.

HAWCO asks that during ANDREWS and DEMPSTER's research, did they determine the average salary rate for a CAO. DEMPSTER notes there was one that determined the average salary range was \$80,000.00 to \$106,000.00 annually at Brock University. DEMPSTER feels that this would be approximate to the same salary we would be considering for the CAO position at NUSU.

HAWCO proposes that should the salary be at north of \$50,000.00 it would be preferable to have someone with the qualifications of an MBA. DEMPSTER feels that the MBA is not necessary.

DUBEAU asks why would NUSU investigate or inquire and consider a CAO before the building project begins or is completed. DEMPSTER states the CAO should have observation and knowledge in all aspects of the company, including the building project, instead of just the operations. There is no timeline for when the CAO will be hired.

Discussions were made in regards to establishing an approximate salary range for the new CAO, and were concluded that once more research on such ranges was completed; it could be further discussed within the Executive and Board of Director level.

14. Other Business

LAMOREA provides update on the Bus Stop Group. Email correspondence has been made between herself and the City bus. LAMOREA is waiting on a report from the City, expected to receive by tomorrow, February 10, 2017, however, should no report be received, LAMOREA will follow up via telephone.

15. Adjournment

MOTION #95: LOEFFLER/RIDSDALE

Be it resolved that the Board of Directors meeting adjourn.

MOTION CARRIED

9:56 p.m. – Meeting adjourned.