



Board of Directors Meeting Minutes – Nipissing University Student Union
Sunday, October 27th – 5:00pm – Room F214, Nipissing University

Call to Order – Sunday, October 26th, 2013-10-27

5:20pm – Chairperson Kayla Fitzsimmons, President called the Board of Directors meeting to order.

1. Attendance

President:	Kayla Fitzsimmons	Present
Vice President External:	Corey Grist	Present
Vice President Internal:	Yannick Benoit	Present
Vice President Student Life:	Andrew Deugo	Present
APS Director:	Suzanne Desa	Present
Arts and Science Directors:	Jacqueline Trottier	Present
Atheltics Director:	Christopher Burke	Present
Clubs Director:	Christopher Piekarski	Present
Education Director:	Mary Hill	Present
Equity Director:	Chloe Nosko	Present
Graduate Director:	John Perry	Present
Indigenous Director:	Jenna Demers	Present
Residence Director:	Robyn Sell	Present
Satellite Director:	Charlene Cammilleri	Present

Chair said that quorum had been reached.

2. Ratification of Speaker

Kayla Fitzsimmons, President will be acting as Speaker and will be abstaining from her vote for this meeting. A sign off motion was completed to waive the stipulation in the by-laws that a director cannot be speaker. Discussion to elect a Speaker, Vice Chair, and Recording Secretary occurred. VP External will act as Recording Secretary.

Motion #26: Deugo/Benoit

Be it resolved Joe Burt is nominated as Speaker.

CARRIED

Motion #27: Grist/Deugo

Be it resolved that Yannick Benoit be nominated as Vice-Chair.

CARRIED

3. Welcoming Remarks and Introductions

President welcomed delegates to the meeting and provided opening remarks. A brief review of the Board binder occurred.

4. Ratification of New Directors

The Consent to Act as a Director, Ethics & Privacy Agreement, and Confidentiality Agreement was reviewed and signed.

Motion #28: Deugo/Grist

Be it resolved that Suzanne Desa be ratified as the Applied and Professional Studies Director for the 2013-2014 academic year.

CARRIED

Motion #29: Benoit/Desa

Be it resolved that Jacqueline Trottier be ratified as the Arts and Science Director for the 2013-2014 academic year.

CARRIED

Motion #30: Grist/Benoit

Be it resolved that Christopher Burke be ratified as the Athletics Director for the 2013-2014 academic year.

CARRIED

Motion #31: Deugo/Burke

Be it resolved that Christopher Piekarski be ratified as the Clubs Director for the 2013-2014 academic year.

CARRIED

Motion #32: Benoit/Desa

Be it resolved that Mary Hill be ratified as the Schulich School of Education Director for the 2013-2014 academic year.

CARRIED

Motion #33: Piekarski/Burke

Be it resolved that Chloe Nosko be ratified as the Equity Director for the 2013-2014 academic year.

CARRIED

Motion #34: Benoit/Nosko

Be it resolved that John Perry be ratified as the Graduate Studies Director for the 2013-2014 academic year.

CARRIED

Motion #35: Burke/Piekarski

Be it resolved that Jenna Demers be ratified as the Indigenous Director for the 2013-2014 academic year.

CARRIED

Motion #36: Benoit/Hill

Be it resolved that Robyn Sell be ratified as the Residence Director for the 2013-2014 academic year.

CARRIED

Motion #37: Burke/Demers

Be it resolved that Charlene Camilleri be ratified as the Satellite Director for the 2013-2014 academic year.

CARRIED

5. Adoption of Meeting Agenda

Motion #38: Duego/Burke

Be it resolved that the Board of Directors meeting agenda for October 27th, 2013 be adopted as presented.

CARRIED

6. Adoption of Meeting Minutes

Motion #39: Grist/Benoit

Be it resolved that the Board of Directors meeting minutes of July 18th, 2013 be adopted.

CARRIED

Grist gave a review of the minutes, specifically the content of the motions.

7. Overview of Rules of Order and Meeting Procedures

President reviewed meeting procedures and her role as Speaker. She stated that the meeting would follow Robert's Rules of Order.

8. Striking of Board Subcommittees

Motion #40: Duego/Burke

Be it resolved that the following committees be struck:

- Governance Committee
 - Fitzsimmons, President (chair)
 - Grist, VP External
 - Demers, Indigenous Director
 - Trottier, Arts & Science Director
 - Hill, Education Direction
- Awareness Committee
 - Grist, VP External (chair)
 - Nosko, Equity Director
 - Piekarski, Clubs Director
 - Demers, Indigenous Director
 - Desa, APS Director
 - Perry, Graduate Director
- Academic Committee
 - Benoit, VP Internal (chair)
 - Desa, APS Director
 - Trottier, Arts & Science Director
 - Hill, Education Director
 - Perry, Graduate Director
 - Camilleri, Satellite Director
- Social Committee
 - Deugo, VP Student Life (chair)
 - Burke, Athletics Director
 - Piekarski, Clubs Director
 - Nosko, Equity Director
 - Demers, Indigenous Director
 - Sell, Residence Director

CARRIED

9. Review of the 2013-2014 Draft Budget

Grist presented the 2013-2014 draft budget.

10. Motions

Motion #41: Chloe/Perry

Be it resolved that the 2013-2014 Financial Budget be adopted as presented.

CARRIED

Motion #42: Benoit/Piekarski

Be it resolved that the ballots from the 2013 Director elections be destroyed.

CARRIED

Motion #43: Benoit/Deugo

Be it resolved that the NUSU Board of Directors approve the following student club(s) for recognition and funding, effective immediately:

- a) Students on Stage
- b) Nipissing Political Science Association
- c) Nipissing Psychology Society
- d) Canadian Obesity Network – Students and New Professionals Nipissing Chapter
- e) Humanity on Mother Earth (HOME)
- f) NUSU & CSRC Dance Club
- g) Nipissing Quidditch
- h) NUSU/CSRC Best Buddies Chapter
- i) Nipissing Warmahordes
- j) Nipissing Biology Society
- k) 5th Year Concurrent Education Club
- l) Nipissing Geography Club
- m) NUSU/CSRC Pokémon Fan Club

All of the clubs have requested funding, \$200 each. VP Internal gave a snapshot of each of the clubs.

11. Presentation of Report of the Executive Committee

President spoke about the new governance structure and scheduling an AGM meeting. VP External spoke about Shinerama and Movember. An update was provided on Local 20's involvement with the Canadian Federation of Students. Both the President and VP External will be circulating a written report. Both VP Student Life and VP Internal have attached written reports.

12. Other Business

New Student Centre Project

The Corporation has retained Mitchell Architects and an official announcement about the project will be released once a site location has been confirmed.

General Manager

The Executive Committee has conducted a thorough interview process for the General Manager position. A candidate was selected and the Executive Committee has put a recommendation forward to the Board.

Motion #44: Deugo/Chloe

Be it resolved that the Board of Directors accept the recommendation by the Executive Committee to hire Christopher Shimoji as the Corporation General Manager.

CARRIED

Operations

A MOU was signed in February 2013 that outlined a number of tasks that both NUSU, CSRC, Nipissing University, and Canadore College agreed to follow. This was to split the businesses, and that NUSU would own The Wall. This has not occurred to date, and a management committee for The Wall has been created. There are two seats for each of the four parties. The committee is working to have the business operating by the end of this year.

Mobile Fringe

The student union terminated the Mobile Fringe contract in May 2013 with reasonable notice. Mobile Fringe is claiming that there was not reasonable notice and has issued a statement of claim, beginning a lawsuit against the Corporation. NUSU must retain a litigator as the Corporation intends to defend the claim.

Motion #45: Grist/Chloe

Be it resolved that the Board of Directors meeting commence an in-camera session.

CARRIED

Motion #46: Deugo/Burke

Be it resolved that the Board of Directors meeting leave an in-camera session.

CARRIED

Motion #47: Grist/Benoit

Be it resolved that the Board of Directors authorize the Corporation to retain Kagan Shastri LLP to defend its interests in the Action regarding court file C-847-13;

CARRIED

Motion #48: Deugo/Benoit

Be it resolved that the Board of Directors approve the \$500.00 funding request for the Eat, Talk, Live Dinner and a Show Proposal.

CARRIED

Motion #49: Deugo/Chloe

Be it resolved that the Board of Directors approve the \$500.00 sponsorship request for the Nipissing University School of Business Pink the Rink event.

CARRIED

13. Adjourn

Motion #50: Benoit/Chloe

Be it resolved that the meeting adjourn.

CARRIED

8:11pm – Meeting adjourned.



BOD MEETING
Thursday, July 18, 2013 @ 11:00 am
HUB BOARDROOM

MINUTES

PRESENT: **BOARD OF DIRECTORS**
Kayla Fitzsimmons President
Corey Grist Vice President External
Yannick Benoit Vice President Internal
Andrew Deugo Vice President Student Life

GUESTS: None

**REGRETS WITH
CONSIDERATION:** None

SPEAKER: Kayla Fitzsimmons NUSU President

RECORDED BY: Peggy Stubbert Secretary to the Board

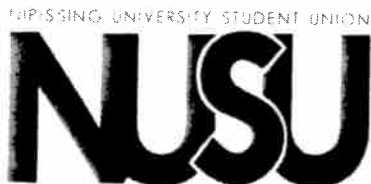
1. President calls the meeting to order.
2. President calls for approval of the agenda. 2nd VP Internal. The letter to be presented to CSRC will be added to the agenda under Business Arising. Passed.
3. President moves to approve the minutes of July 4, 2013. 2nd VP Student Life. Minutes passed with agreed upon corrections.
4. Motion # 19: Moved by the President, Be it resolved that the NUSU Board of Directors transfer \$22,181.99 to the JSEC – The Student Centre operations account for the purpose of payables, dated July 9, 2013. 2nd VP Student Life.
Discussion: Due to the fact that these minutes will be posted for the members, the board agrees that, if asked for the reason for these cheques it will be explained that the money was used for operational purposes. If needed a list will be provided with definitions of same.
Motion passed.
5. Motion # 20: Moved by the President, Be it resolved that the NUSU Board of Directors transfer \$84,537.83 to the JSEC – The Student Centre operations account for the purpose of payables, dated July 17, 2013. 2nd VP Internal.
Discussion: Same as above.
Motion passed.
6. Business Arising – CSRC will be presented with a letter detailing their outstanding debt to date. This letter is archived with these minutes.
- VP Student Life discusses the upcoming Frosh concerts and his concerns with the lack of qualified staff for organizational purposes. Suggests that the board sit down and prepare an action plan. States that the RFP is going out this week for the buses.

7. Director's Reports
 - a) Aboriginal AGM of the Canadian Federation of Students report is archived with these minutes.
8. Setting of the next meeting. – TBA.
9. Motion #21: President moves to close this meeting. 2nd VP Internal. Motion passed.

MINUTE AUTHORIZATION

President and Chair

Secretary



July 18 2013
Canadore Students Representative Council

Dear CSRC,

Please acknowledge that as of July 18 2013, the Nipissing University Student Union (NUSU) has been contributing significant funds into our joint partnership, JSEC – The Student Centre operations account.

Below are the details of the transactions and the portions CSRC owes to NUSU, based off of the 50-50 cost sharing ratio.

Transaction	Total	Debt to NUSU
Existing debt	\$220,000.00	\$220,000.00
Baker & McKenzie	\$164,211.35	\$82,105.68
JSEC Payables (July 9 2013)	\$22,181.99	\$11,091.00
JSEC Payables (July 17 2013)	\$84,537.83	\$42,268.92
	\$490,931.17	\$355,465.59

Respectfully,
Nipissing University Student Union

A handwritten signature in black ink, appearing to read "Kayla Fitzsimmons".

Kayla Fitzsimmons
President

A handwritten signature in black ink, appearing to read "Corey Grist".

Corey Grist
Vice President External

A handwritten signature in black ink, appearing to read "Yannick Benoit".

Yannick Benoit
Vice President Internal

A handwritten signature in black ink, appearing to read "Andrew Deugo".

Andrew Deugo
Vice President Student Life

Annual General Meeting of the National Aboriginal Caucus
Canadian Federation of Students
Monday, May 27th, 2013 – Wednesday, May 29th, 2013
Jenna Demers

Overview:

The meeting operated as a series of speakers, workshops, seminars, and discussions over the three days. The meeting began with an overview of the rules, an adoption of the agenda, and an overview of the Caucus structure. The second day began with the executive report on all work undertaken since the last Caucus annual general meeting. Next, locals reported on the work undertaken in their own areas.

During my opportunity to report on Nipissing University's current work in Aboriginal affairs, I discussed:

- The Kanata Conversations event
- The Aiming Higher symposium
- The Aboriginal Advantage program
- The Biidaaban Community Service Learning project
- The Aboriginal Student Links program
- The "Walking With Our Sisters" initiative
- The slipper drive

After the locals had the opportunity to share, we discussed as a group the initiatives the Caucus was going to start this year. The campaigns centered around the following major categories:

- recognition of Aboriginal territory on campuses
- restructuring of education (high school prerequisites such as U-level courses aren't offered in most northern communities, making it impossible for students to move on to post-secondary).
- funding for more Aboriginal student-based projects

Caucus elections took place, Sahra MacLean was re-elected as chairperson. Savannah _____ was elected as National Executive Representative.

The guest speakers for the caucus included Claudette Commanda, Executive director of the First Nations Confederacy of Cultural Education Centers, Diom Romeo Saganash, MP for Abitibi-Baie-James-Nunavik-Eeyou, and Mitch Case, from the Provisional Council of the Métis Nation of Ontario. Claudette Commanda discussed the importance of language

to indigenous cultures, and some programs that have been implemented across Canada to preserve our Aboriginal languages. Romeo Saganash discussed his career path, and some of the Aboriginal affairs taking place in the government of Canada at this time. Mitch Case gave a very descriptive history of Métis people. He also hosted a conversation discussing the concerns and issues facing Métis people.

On the final day of the Caucus, the delegates were given tickets to the International Indigenous Art Exhibition at the National Gallery of Canada. After we toured the exhibit, we held a round dance inside the gallery, a unique experience for the other tourists at the exhibit that day.

Implementation:

The Caucus was a great way to get ideas stirring. I came up with a few possibilities for Nipissing University to improve in Aboriginal student initiatives. Some suggestions that I came up with during this meeting were:

- showcasing indigenous artwork throughout the campus, particularly the Reading Room in the Harris Learning Library. The Reading Room features large wooden and cement walls that, in my opinion, would benefit esthetically from an art showcase. There are plenty of local Aboriginal artists, which would help strengthen the relationship between Nipissing University and the surrounding Aboriginal communities.
- Naming/re-naming of the pond/residences/trails etc. to Anishinaabe words to better recognize the traditional territory to which Nipissing University is tied.
- Implementing a mandate that requires land acknowledgements before all events (sporting, meetings, special events, etc.)
- A daycare center at the university.

Final Thoughts:

I believe the caucus was a beneficial experience for me, as well as Nipissing University. The opportunity to discuss the initiatives being put forth by aboriginal students around the country was not only interesting, but gave me some fantastic ideas for the future of Nipissing University, and the role of our own aboriginal student population. This opportunity also opened my eyes to the amount of power and influence student governments can have.

2013-2014 Budget

Nipissing University Student Union

Income statement
2013/14 fiscal year

REVENUE

Fees	<u>2013-14 Budget</u>
Student activity fees	\$ 640,000.00
Health Plan fees	\$ 240,000.00
Maintenance fee	\$ 160,000.00
CFS fees	\$ 64,000.00
Spotlight Magazine	\$ 8,000.00
Total Fees	\$ 1,112,000.00

Student Life Activities

Sponsorship Revenue	\$ 3,000.00
Frosh revenue	\$ 57,700.00
Shinerama revenue	\$ 30,000.00
Student life activities	\$ 20,000.00
Total Student Life Activities	\$ 110,700.00

The Wall

THE WALL - Minerals	\$ 7,000.00
THE WALL - Sandwiches	\$ 3,000.00
THE WALL - Door charge	\$ 10,000.00
Total THE WALL	\$ 20,000.00

Other Revenues

Interest revenue	\$ 2,400.00
Other revenue	\$ 1,000.00
Total other revenue	\$ 3,400.00

TOTAL REVENUE	\$ 1,246,100.00
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EXPENSE

Fees expenses

Health plan expense	\$ 240,000.00
Maintenance expense	\$ 160,000.00
CFS expense	\$ 64,000.00
Spotlight Magazine	\$ 8,000.00
Total Fees Expense	\$ 472,000.00

The Wall Expenses

The WALL - Minerals expense	\$ 25,000.00
THE WALL - Sandwiches expense	\$ 15,000.00
Total The Wall Expenses	\$ 40,000.00

Fundraising Expenses

Shinerama	\$ 30,000.00
Total Fundraising Expenses	\$ 30,000.00

Services

Agendas	\$ 5,500.00
Apparel	\$ 2,500.00
Awards/bursaries	\$ 10,000.00
Club start-up costs	\$ 2,000.00
Conferences	\$ 10,000.00

Formals	\$	8,000.00
Gift shop	\$	5,000.00
Graduation	\$	4,000.00
Retreats	\$	10,000.00
Student campaign expenses	\$	10,000.00
Meeting expenses	\$	5,000.00
Food bank	\$	5,000.00
Total Services	\$	77,000.00

Student Life Activities

Frosh expense	\$	65,000.00
Frostbite Festival	\$	3,000.00
Student life activities	\$	75,000.00
Total Student Life Activities	\$	143,000.00

General Expenses

Audit fees	\$	15,000.00
Contingency	\$	2,000.00
Donations	\$	10,000.00
Graphic design	\$	5,000.00
Insurance	\$	30,000.00
Office supplies	\$	10,000.00
Photocopies, fax and telephone	\$	10,000.00
Postage and courier	\$	2,000.00
Printing and advertising	\$	2,000.00
Professional fees and services	\$	160,000.00
Travel	\$	5,000.00
Web site and apps	\$	1,500.00
Bank charges and interest	\$	250.00
Bad debts	\$	250.00
Muskoka campus expenses	\$	26,000.00
Cash short/over	\$	500.00
Foreign exchange	\$	500.00
Total General Expenses	\$	280,000.00

Payroll Expenses

Executive salaries	\$	95,000.00
General manager salary	\$	55,000.00
Assistant salary	\$	35,000.00
Student OA part-time	\$	4,000.00
Vacation pay expense	\$	5,200.00
EI expense	\$	3,000.00
CPP expense	\$	4,500.00
WSIB expense	\$	1,000.00
Total Payroll Expenses	\$	202,700.00

TOTAL EXPENSE	\$	1,244,700.00
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NET INCOME	\$	1,400.00
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NIPISSING UNIVERSITY STUDENT UNION



**Board of Directors Report
Vice President Internal
Yannick Benoit
October 27th, 2013**

Cardtronics – ATM Service Provider

History:

The Nipissing University Student Union (NUSU) has been in a contractual relationship with Cardtronics (previously known as “Can-do-Cash”). Cardtronics is the #1 ATM service provider in the world. We continue today to be using their services for our ATMs. We currently have ATMs at 5 locations: Student Centre Lobby (x2), the Wall (x1), Commerce Court (x1), Residence (x1). NUSU currently owns the 5 machines and makes a net profit of \$1.75 on each transaction. NUSU filled the machines using a float of approximately \$200,000.00.

At the outset of the current executives' term, the ATM services were put to tender.

- i. Cardtronics submitted a proposal for Bank Branded ATMs (CIBC), updated machines with greater security and immediate “tech” support, and cash filling services. Based on the number of transactions per month, Cardtronics would provide us with differing levels of surcharges. Our average # of transactions per month historically were at the top tier. Essentially, we would be making \$1.25 surcharge per transaction. The rationale for the decrease in NUSU's take on the surcharge was the cost of outfitting us with the new machines, the CIBC bank branding, the 24hr “tech” support, and the cash filling service (i.e. NUSU would free up ~\$200,000.00 in our budget for other student programming).
- ii. Another local company, Peter Gregory Promotions, submitted a proposal, whereby they would purchase the machines we currently owned, offer us a \$1.25 surcharge on all transactions, was vague on whether the surcharge was tiered (there was no formal document proposal, only email negotiations), and would replace aging machines at a “reasonable” cost, would offer cash filling services, and would maintain our machines.

Current Situation:

- i. On September 3rd, 2013, a contract was signed with Peter Gregory Promotions for ATM services.
- ii. Our contracts with Cardtronics for ATM service are in force until May 24th, 2014.
- iii. No termination was sent to Cardtronics, or any communication that indicated we were changing service providers as of September 3rd, 2013, until Daniel Maksymchak of Grant Thornton sent an email in the early afternoon.

- iv. Peter Gregory was instructed to begin work on the ATMs and make them operational for the night of September 3rd, 2013.
- v. VP Internal was asked to obtain the "Master Password" from Cardtronics so that Peter Gregory could begin work on the machines to switch service. When contacted Cardtronics was not aware of any change in our contractual status.
- vi. NUSU and CSRC are in breach of most, if not all, of the provisions of the contracts, as best we can tell. The contracts are missing pages so there is only one complete copy from 2005.
- vii. VP Internal, with consultation with the JSEC, halted the whole transition process upon review of serious discrepancies in the process.

The result of the inquiry led to consultation with legal counsel. It was determined that we would immediately void the contracts with Peter Gregory Promotions. A copy of the letter sent to the company is attached in an appendix. To date, we have received no communication from Peter Gregory Promotions either in response to our letter or a statement of claim.

The VP Internal has spent the last two months negotiating with Cardtronics for a contract, which will amend our current arrangement to now include Cardtronics filling our ATMs until the conclusion of our contract terms in May 2014. Final drafts have been reviewed by legal counsel and are attached to this report for perusal by the Board and acceptance. Major changes to the contracts are as follows:

- i. NUSU's cut of the surcharge reduced to \$1.15 to cover the cost of the filling service by a local company.
- ii. Addition of \$29.95 communication charge added for a total amount of \$209.65 for contract term.
- iii. Cardtronics amended all contracts to end on May 24th, 2014, with no renewal clause.
- iv. Due to the transitory nature of the Executive and the Board of Directors of the Company, the clause that required a personal guarantee from certain Directors was removed.
- v. A clause, which vested ownership of machines into Cardtronics, was removed.

It is the recommendation of the VP Internal that the Board approve the signing of the contracts with Cardtronics.

Mobile Fringe – Statement of Claim and Defence

History:

On or about the month of June in 2012, the NUSU, the CSRC and the JSEC entered into a contract with the technology company, Mobile Fringe, for the creation of a website, online sales portal, and mobile apps for: iPhone, Android and Blackberry. The Board approved the contract at the time unanimously and without discussion in the meeting minutes. The former General Manager and CAO signed the contract between the three student organizations and Mobile Fringe. Attached in an appendix to this report is the Original Proposal from February 2012.

The total cost of the development of this website was to be \$309,000.00. The payment terms were \$12,875.00/month. Support fees per month were \$4,200.00, bringing the approximate monthly payments to \$16,700.00.

Current Situation:

The new Executives that took office in May 2013, after experiencing issues with the service of the website, and they believing that the price of the service was exorbitantly high, decided to send notice to Mobile Fringe that we would be providing them with the monthly instalment for June and then a 30 day termination period would commence July 1, 2013. Payment for the 30-day period was made in full. Mobile Fringe offered a Digital Portfolio Review, which outlined several options that would reduce costs to the organizations. It was, and still is, the firm belief of the Executive that even with the reductions proposed by Mobile Fringe, the best course of action for the Student Members was to terminate the contract with Mobile Fringe.

Consequent to our termination, Mobile Fringe is commencing a legal action against NUSU, CSRC and JSEC. You will find attached to this report a copy of the statement of claim received by NUSU legal counsel. We currently have yet to respond with a Statement of Defence and require approval from the Board of Directors to move forward with the retaining of Rahul Shastri, of Keegan Shastri in Toronto, to defend our company's interests.

It is the VP Internal's recommendation that the Board approve the hiring of Mr. Shastri to defend us in this litigation. It is also the recommendation of the VP Internal to use the amended Resolution, which is attached to this report as an appendix, naming the VP Internal as a main point of contact to Keegan Shastri, in place of the VP External.

Student Centre Building Project – Mitchell Architects

History:

In the months following the new Executive taking office, the Student Centre Building Project (SCBP) was reopened. The previous project was grandiose in scale and cost. It was decided that we would search for alternatives to our current plans. We put the project to tender. We met with three architect firms in the North Bay area: Mitchell Architects; Evans, Bertrand, Hill Wheeler; and Laroque Architects. Ultimately we chose Mitchell Architects in North Bay. Some example of their latest work is One Kids Place in North Bay and the latest upgrade to the Surtees Athletics Complex at Nipissing University. Currently, NUSU has approximately \$6,000,000.00 in trust funds for this project. The projected budget is as of yet undetermined.

Current Situation:

We have retained Mitchell Architects. Working with Paul Mitchell, we have come up with several strategies and an aggressive timeline to achieve our goals of having a new building in place for our Student Members by December 2014. The primary components of the new building are: a new multipurpose venue/bar space, a new administrative section, lounge and study space, vendor section, and room for further additions to include more services.

There are three proposed sites for the building:

- i. The guest parking lot, forming a courtyard between the Surtees Centre and the Library.
- ii. Parking Lot 2 by the portable (Biomass Research).
- iii. Across College Drive on the "Laroque Property" (precise location as of yet undetermined)

Currently we are experiencing difficulty in acquiring an appropriate location on campus grounds due to some conflicts with Canadore College. Lobbying actions in partnership with the University and with Mitchell Architects have been the focus of the NUSU executive. Currently, the suggestion of making the build a partnership with the University's new academic wing is being discussed as leverage against the college. Updates will be available in the coming weeks as Mitchell Architects finishes the building renderings. It should be noted that Mitchell Architects has prepared a draft plan for the SCBP as a joint project with the University as well as a stand-alone building at an alternate location.

It is the recommendation of the VP Internal that the Board approve the new proposal for the SCBP.



mobile*fringe*

Student C –

Digital Portfolio Review

Date Mar. 5. 2013

About this Document

This document will describe the Student C “Digital Initiative” in detail by describing the overall guiding vision and steps to achieving the intended goal for the entire project. This document will then list and describe the following applications/features needed to fulfill this purpose, followed by alternative options referencing the existing contract between StudentC and Mobile Fringe followed recommendations for contract amendments to assist with cost savings.

Some History

Mobile Fringe was approached by the StudentC organization to help design and develop a mobile solution for their organization and because of the circumstance with the previous webpage and social network software vendor, Mobile Fringe has had the privilege of bidding and winning the web/social services contract as well providing an overall digital solution.

The management at StudentC had a larger vision for the StudentC digital ecosystem that includes mobile payments, ticketing, and commerce. To execute on the full vision a seamless and flexible digital solution needed to be in place with a strong mobile component – where the majority of the commerce transactions would occur.

StudentC is a key and strategic client for Mobile Fringe. We have enjoyed and value the tremendous opportunity that lies ahead with the solution that we have built.

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The Vision

The entire vision for the StudentC “Digital Initiative” is an evolutionary phased implementation, which first establishes a strong foundation for the digital platform and then evolves into an extremely unique and innovative end user experience that harmonizes all digital channels, web, mobile, social, media and an exciting e-commerce solution.

Phase one: Establishing and building a foundation

- **Unique Digital Experience:** A whole new design and development of the StudentC website, which incorporates an entirely new user interface for desktop and mobile users bringing together social channels, enriched media, and well organized content.
- **Extremely Innovative:** For the first time, a post secondary institution is able to have full control of their digital web channels without having to rely on multiple interfaces or third party operators to manage their communication and branding. This control extends to online content, and mobile devices on multiple platforms Apple, Android, and BlackBerry.
- **“Omni Channel” content management system (CMS):** The customized CMS was designed and developed as a central control point for managing all the content on the website, mobile apps, and advertisement. The current CMS is able to distribute advertisement content to all platforms (web and mobile) from one single backend. This intuitive backend administrative system is extremely flexible when creating, adding, removing content from the website.

Phase two: The second phase of the StudentC vision is to become a leader in e-commerce innovation to be able to offer a digital solution for mobile payments for all users.

This exciting initiative is the first of any university/college/student union to be able to allow users to purchase products, services, frosh packages, event tickets, and pay fees electronically from their mobile and desktop devices 24/7.

- **Mobile Payment Solution:** Payment integration with online payment processing technologies incorporating the shopping cart feature to be applied to all products and services on campus.
- **Closed loop payment system:** By incorporating meal plans and monetary credit on the custom mobile platform would create a closed loop payment solution resulting in cost savings per transaction and creating the convenience of using the users’ mobile device to make payments.
- **Payments at events/establishments:** Students can go completely cash and credit card free while attending events and purchasing meals. Fast, convenient, and safe.

- Student Fees and Meal Plans: Students can pay any outstanding balances using their mobile devices or use their meal plan credit by deducting from their stored value programs on their cell phones.
- Loyalty Program: The ability assign point values to all interactions on the website is already in place and the next step is to include the collection of points using payments would complete this enhancement.
- CRM, Electronic Records: Student and staff records can be maintained and digitized for effective organization and control. Business reporting for sales, student fees, and academics can be enabled within the Solution. Understanding your users better means the ability to customize the experience and drive sales for specific items.

The Goal in which the StudentC Digital Initiative was striving for was to become a leader in post secondary mobile technology, to be entirely cost independent, and ultimately generating revenue for the StudentC organization.

Costs:

The entire upfront development costs for all projects mentioned above were entirely differed and spread across a monthly payment plan, which at the moment is top heavy but narrows down to monthly support fees for maintaining the service level agreement and for server hosting.

Total Development Cost = \$309, 000

Payment Terms: Financed over 24 months = \$12,875 / month

Paid as of June 1st 2013 = \$154, 500

Support Fee as of June 1st 2014 = \$4,200

Applications and programs under the current agreement:

1. StudentC Web: website, server hosting, social network, shopping cart, mobile website, and email servers.
2. iPhone App: iPhone & iPod Touch designed, build and published mobile application
3. iPad App: iPad design, build and published mobile application
4. Android Phone App: design, build and published mobile application
5. BlackBerry Phone App: design, build and published mobile application

Alternative Payment Options with Recommendations:

Option 1:

End the existing agreement with Mobile Fringe and cease all digital projects.

Terms:

StudentC will continue to payout the existing fees to Mobile Fringe as stated in the existing contract in full and interest on the financing price.

Recommendation: To terminate a contract at this point would not be beneficial for the StudentC organization as the applications have already been built and the remaining fees involved will continue to be paid in full but resulting in no retention of the technology or services.

As stated above, StudentC will lose all the progress, content, user database, and ownership of all applications, as software licensing and support will be completely removed.

The recommendation is not to abandon the technology advancements made so far and to terminate the already completed mobile applications. There is also a potential loss of revenue opportunity with the loss of both web and mobile advertisement for all digital channels.

Mobile payments would not be available on existing StudentC mobile applications and all mobile payments will cease resulting in loss of sales.

Option 1	
Development Cost	\$309,000 (includes interest of 12% over two year totally \$33,100)
Invoiced (to March 31, 2013)	\$129,000
Amount Outstanding (if paid immediately)	\$161,000 (no interest charged on this portion)
Monthly Support Fee	\$0
Services Removed Web services: <ul style="list-style-type: none"> - Website - Server hosting - Social Network - Shopping cart - Mobile website - Email Servers - CMS Mobile Applications: <ul style="list-style-type: none"> - iPhone App - iPad App - Android phone App - BlackBerry App 	

Option 2:

StudentC web services will be retained and all mobile applications will be terminated.

Terms:

StudentC will continue to payout the existing fees to Mobile Fringe as stated in the existing contract in full and then pay for continued support fees for continuing the web services.

Amount remaining on the existing contract as of June 1st will be: \$154,500

The BlackBerry app cost can be removed because it is not yet completed = -\$38,400

New total remaining as of June 1st = \$116,100

Monthly payments until June 1st 2014 = \$9,675

Ongoing support after June 1st 2014 = \$2,000/month

Recommendation: To terminate developed and already published applications would not be of any benefit to the StudentC organization as the cost of the applications will be completely paid out in full (minus the Blackberry app) but will no longer be accessible.

Mobile advertisement network will no longer be available to the current subscribers and mobile payments will no longer be accessible both cases resulting in loss of revenue.

StudentC mobile apps have already been developed and have successfully been published by the various app stores and the progress made and the user following will be lost and unrecoverable.

Option 2	
Development Cost	\$309,000
Paid (as of June 2013)	\$154,500
BlackBerry Application	(\$38,400)
Outstanding development	\$154,500
New Balance	\$116,100
Ongoing monthly payments (Until June 1st 2014)	\$9,675.00
New Monthly Support Fee (as of June 2014)	\$2,000
Services Retained	
Web services: <ul style="list-style-type: none"> - Website - Server hosting - Social Network - Shopping cart - Mobile website - Email Servers - CMS 	
Services Removed	
Mobile Applications: <ul style="list-style-type: none"> - iPhone App - iPad App - Android phone App - BlackBerry App 	

Option 3A:

Option 3 is to retain all web services and mobile applications but prolong the payment period and postpone the support fee schedule.

Terms:

StudentC will continue to finish payments on the development projects and will re-negotiate the payment schedule.

The remaining development balance will be spread across 24 months instead of 12 months bringing the monthly payments down from \$12,875 to \$6,437.50 until June 1st 2015.

The support fees of \$4,200 per month will not take effect until all development is paid off in full, commencing on June 1st 2015.

During the extra year of the extended payment schedule, Mobile Fringe will continue to intrinsically support all applications (web and mobile) and provide technical experience and will troubleshoot issues that may arise.

By prolonging the support fee schedule the StudentC organization will stand to save \$50,400 dollars in fees until the development fees are paid off.

Recommendation:

Option 3 represents a prolonged payment schedule but will retain all the StudentC digital services with all web and mobile apps.

This alternative option here presents a delayed approach to the initial vision but still maintains the existing digital assets, which can definitely be built on over time.

Option 3A	
Development Cost	\$309,000
Paid (as of June 2013)	\$154,500
Outstanding development costs	\$154,500
Ongoing monthly payments (Until June 1st 2015)	\$6,437.50
Monthly Support Fee (as of June 2015 & savings of \$50,400)	\$4,200
Services Retained Web services: <ul style="list-style-type: none"> - Website - Server hosting - Social Network - Shopping cart - Mobile website - Email Servers - CMS Mobile Applications: <ul style="list-style-type: none"> - iPhone App - iPad App - Android phone App - BlackBerry App 	

Option 3B:

Option 3B has the exact same terms as 3A but will exclude the BlackBerry development fees and related support fees.

Recommendation: This option presents the same advantages as 3A with retaining the existing digital assets but prolonging the payment schedule and delaying the support fee charges. This option would be cost effective and still helps to build the StudentC digital program by retaining the applications that are already built.

Option 3B	
Development Cost	\$309,000
Paid (as of June 2013)	\$154,500
Outstanding development costs	\$154,500
Remove BlackBerry App	(\$38,400)
New Balance	\$116,100
Ongoing monthly payments (Until June 1st 2015)	\$4,837.50
Monthly Support Fee	\$4,200
Minus BlackBerry Support	(\$500)
New Monthly Support Fee (as of June 2015)	\$3,700
Services Retained	
Web services:	
- Website	
- Server hosting	
- Social Network	
- Shopping cart	
- Mobile website	
- Email Servers	
- CMS	
Mobile Applications:	
- iPhone App	
- iPad App	
- Android phone App	
- BlackBerry App	

Option 4:

StudentC will terminate the current social network, BlackBerry app projects and associated support fees. The current StudentC web services and mobile apps, iPhone, iPad, and Android will still be online.

The development cost and the BlackBerry app will be subtracted from the development total and the BlackBerry support will be removed from the monthly fee schedule

The social network will be removed from the web and mobile app platforms but StudentC will incur development charges (\$6,000) to re-design and remove the code from the completed platforms.

The current monthly payments will be spread across 24 months instead of 12 months starting June 1st 2013, which will bring down the monthly payments down from \$12,875 to \$5,087.50.

The monthly support fees of \$3,400 will commence after the development payments are complete and will start on June 1st 2015

Recommendation:

Option 4 represents immediate cost savings with the removal of the BlackBerry application and Social Network support fees but still manages to retain the use of the website and some mobile applications to continue with the next implementation phase.

The removal of the social network comes at a loss because it is already complete and there will be additional charges to design and develop the existing code out of the applications.

The prolonged payment schedule also helps to reduce the monthly payments and differs the support fees being charged.

Option 4	
Development Cost	\$309,000
Paid (as of June 2013)	\$154,500
Outstanding development costs	\$154,500
Remove Social Network (website, iPhone, iPad, Android)	\$6,000
Remove BlackBerry App	(\$38,400)
New Balance	\$122,100
Ongoing monthly payments (Until June 1st 2015)	\$5,087.50
Monthly Support	
Monthly Support Fee	\$4,200
Minus BlackBerry Support	(\$500)
Minus Social Network	(\$300)
New Monthly Support Fee (as of June 2015)	\$3,400
Services Retained:	
Web services:	
<ul style="list-style-type: none"> - Website - Server hosting - Shopping cart - Mobile website - Email Servers - CMS 	
Mobile Applications:	
<ul style="list-style-type: none"> - iPhone App - iPad App - Android phone App 	

Option 5:

StudentC will terminate the current social network and the BlackBerry app projects and will add two new additional websites (NUSU & CSRC). The current StudentC web services and mobile apps, iPhone, iPad, and Android will still be online.

Terms:

The development cost and the BlackBerry app will be subtracted from the development total and the BlackBerry support will be removed from the monthly fee schedule

The social network will be removed from the web and mobile app platforms but StudentC will incur development charges (\$6,000) to re-design and remove the code from the completed platforms.

The current monthly payments will be spread across 24 months instead of 12 months starting June 1st 2013, which will bring down the monthly payments down from \$12,875 to \$5,712.50.

The monthly support fees will commence after the development payments are complete and will start on June 1st 2015 and will include the two new websites totalling \$3,100.

Recommendation:

This option presents a combination of all three previous options with a prolonged payment period, delayed support fee schedule, and the termination of the social network and the BlackBerry project. There cost savings of removing the BlackBerry app is realized immediately but the removal of the social network will incur costs initially but will realize savings in the lowering of the monthly support fees.

It is unfortunate to have to remove the already built social network but the addition of the two new websites presents opportunity to grow the advertisement network and the prolonged payment schedule should help reduce monthly costs.

Option 5	
Development Cost	\$309,000
Paid (as of June 2013)	\$154,500
Outstanding development costs	\$154,500
Remove Social Network (website, iPhone, iPad, Android)	\$6,000
Add 2 new websites (NUSU & CSRC)	\$15,000
Remove BlackBerry App	(\$38,400)
New Balance	\$137,100
Ongoing monthly payments (Until June 1st 2015)	\$5,712.50
Monthly Support	
Monthly Support Fee	\$4,200
Minus BlackBerry Support	(\$500)
Minus Social Network	(\$300)
New Webpage Support (2)	\$1,000
New Monthly Support Fee (as of June 2015)	\$4,400
Services Retained:	
Web services:	
- Website	
- Server hosting	
- Shopping cart	
- Mobile website	
- Email Servers	
- CMS	
Mobile Applications:	
- iPhone App	
- iPad App	
- Android phone App	

One more thing...

The StudentC digital initiative was an innovative industry-leading project that Mobile Fringe was honoured to implement.

The “Phase 2” implementation of the StudentC project has the critical value proposition that the StudentC can follow through on to build financial independence for the entire program – Phase 2 is possible by relying on key technologies and programs in use on the new StudentC web and mobile applications.

Mobile Fringe is truly excited to be part of this next evolutionary phase of the StudentC digital project and is 100% committed in realizing this future as a partner of the StudentC organization in moving forward. We have provided some alternative opportunities to extend the payment financing as well as a differed support fee schedule until the final payment is made and the initial contract is fulfilled.

Lastly, if there is serious intent to work towards the second implementation phase to bring to market a commerce solution within a timely manner we can re-evaluate pricing for the near term in agreement for rebuilding a longer relationship.

Regards

Alex Tang
Project Manager

Jamie Simpson
CTO

Steve Sorge
CEO



LICENSE AGREEMENT

This License Agreement (the "Agreement") is made and effective June 4, 2012

BETWEEN: **MOBILE FRINGE INC.** (the "Licensor"), a corporation organized and existing under the laws of Canada, with its head office located at 644 Millway Ave Suite 12B, Toronto, Ontario, Canada

AND: **JSEC – The Student Centre** (the "Licensee"), a legal partnership between Nipissing University Student Union and the Canadore Students Reprehensive Counsel, organized and existing under the laws of Ontario, with its head office located at 100 College Drive, North Bay, Ontario, Canada

WHEREAS, Licensor has developed certain programs and applications for mobile devices described in Schedule A attached hereto (the "Software") and desires to grant Licensee a license to use the Software.

WHEREAS, Licensee wishes to use the Software under the conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, Licensee and Licensor hereby agree as follows:

1. LICENSE

In accordance with the terms herein, Licensor grants to Licensee, and Licensee accepts from Licensor, a perpetual non-exclusive and non-transferable license to use the current version of Licensor's Software (the "Software License"). A brief description of the Software and an explanation of Software and System requirements that Apply to Licensee are attached as Schedule A.

The Software License will include Licensee's updated website (www.Studentc.com), the social network products and the mobile applications products detailed in Schedule A.

2. PRICE AND PAYMENT

Licensee shall make payment to Licensor for the Software License pursuant to the fees and payment terms set forth in Schedule B.

3. OWNERSHIP

Licensor represents that it is the owner of the Software and all portions thereof and that it has the right to modify same and to grant Licensee a license for its use. Licensee represents that it is the owner of all content (images, artwork) provided to Licensor to be used in the Software. All the content provided by Licensee will remain property of Licensee.



4. INTENT TO COOPERATE

Both Licensor and Licensee acknowledge that successful implementation of the Software pursuant to this Agreement shall require their full and mutual good faith cooperation and each of Licensee and Licensor acknowledges that it shall fulfill its responsibilities and obligations under this Agreement on a timely basis.

5. TITLE TO SOFTWARE SYSTEMS

The Software and all programs developed hereunder and all copies thereof are proprietary to Licensor and title thereto remains in Licensor. All applicable rights to patents, copyrights, trademarks and trade secrets in the Software or any modifications made at Licensee's request are and shall remain in Licensor. Licensee shall not sell, transfer, publish, disclose, display or otherwise make available the Software or copies thereof to others.

However, if Licensor becomes insolvent, Licensee shall have a right to a full and complete copy of all source code.

Violation of any provision of this section 5 shall be the basis for immediate termination of this Agreement.

6. ACCEPTANCE

The Software shall be deemed to have been accepted only when (i) it passes Licensor's standard testing procedures as set out in Schedule E, (ii) Licensee provides written approval, and (iii) approval has been received from Apple, Blackberry or Android, as applicable.

7. WARRANTY

Licensor warrants that Software will materially conform, with respect to all operational features, to Licensor's current published specifications when installed and will be free of defects which materially affect system performance.

8. INDEMNITY

Licensor at its own expense will defend any action brought against Licensee to the extent that it is based on a claim that any software system used within the scope of this Agreement infringes any patents, copyrights, license or other property right, provided that Licensor is notified in writing on a timely basis of having become subject of such a claim. Licensor shall have the right to control the defense of all such claims, lawsuits and other proceedings. Licensee may decide to use its own counsel to defend any claim at its own expense.

If, as a result of any claim of infringement against any patent, copyright, license or other property right, Licensor is enjoined from using the Software, or if Licensor believes that the Software is likely to become the subject of a claim of infringement, Licensor at its option and expense may procure the right for Licensee to continue to use the Software, or replace or modify the Software so as to make it non-infringing.

9. LIMITATION OF LIABILITY

Licensee agrees that Licensor's liability arising from breach of this contract shall not exceed any amounts payable by Licensee for the Software.

10. TERMINATION

Either party to this Agreement (the "Non-Defaulting Party") shall have the right to terminate this Agreement or the license granted herein if the other party (the "Defaulting Party") violates any provision of this Agreement including, but not limited to, provisions regarding confidentiality and payment. If the Non-Defaulting Party wishes to so terminate this Agreement, the Non-Defaulting Party shall first give written notice to the Defaulting Party specifying such default and giving to the Defaulting Party a period of thirty (30) days within which to cure or rectify such default. If the Defaulting Party fails to cure or rectify such default within such thirty (30) day period, then this Agreement shall be terminated on that date which is thirty (30) days after the first written notice to the Defaulting Party is given.

Without limiting any of the above provisions, in the event of termination as a result of Licensee's failure to comply with any of its obligations under this Agreement, Licensee shall continue to be obligated for any payments due up to the date of termination. Termination of the license shall be in addition to and not in lieu of any equitable remedies available to a party.

11. TAXES

Licensee shall, in addition to the other amounts payable under this Agreement, promptly pay all sales and other taxes, federal, provincial, or otherwise, however designated, which are levied or imposed by reason of the transactions contemplated by this Agreement.

12. DELIVERY, INSTALLATION, TESTING AND SERVICE LEVEL

The Software shall be delivered, installed and tested in accordance with the Development Schedule attached as Schedule C. Furthermore, a set up Standard Service Levels are included in Schedule D.

13. CUSTOM MODIFICATIONS

All custom modifications to the Software shall be undertaken by Licensor at its then current time and materials charges. For each custom modification requested, Licensee shall provide written specifications to Licensor, which shall be mutually agreed upon prior to commencement of such custom modification effort.

14. ENTIRE AGREEMENT

Each party acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms, and further agrees that this is the complete and exclusive statement of the Agreement between the parties, which supersedes and merges all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this Agreement. This Agreement may not be modified or altered except by written instrument duly executed by both parties.

If any provision of this Agreement is invalid under any applicable statute or rule of law, it is to that extent to be deemed omitted, and this Agreement shall be construed as if such invalid provision had not been included as part of this Agreement.

15. REASONABLE CAUSES

The deadline by which a party is required to perform any step or action hereunder is postponed to the extent and for the period of time that the party is prevented from meeting such deadline by reason of any cause beyond its reasonable control provided that the party prevented from rendering such performance

notifies the other party immediately and furnishes details of the commencement and nature of such a cause.

16. GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

17. CONFIDENTIALITY

Each party agrees that it shall not disclose to any third party any information concerning the customers, trade secrets, methods, processes or procedures or any other confidential, financial or business information of the other party which it acquires during the course of its performance of this Agreement, without the prior written consent of such other party. This obligation shall survive the cancellation or other termination of this Agreement.

The Software contains trade secrets and proprietary know-how that belong to Licensor and it is being made available to Licensee in strict confidence.

ANY USE OR DISCLOSURE OF THE SOFTWARE, OR OF ITS ALGORITHMS, PROTOCOLS OR INTERFACES, OTHER THAN IN STRICT ACCORDANCE WITH THIS AGREEMENT, MAY BE ACTIONABLE AS A VIOLATION OF LICENSOR'S TRADE SECRET RIGHTS.

18. ASSIGNMENT

Licensee may not assign or sub-license, without the prior written consent of Licensor, its rights, duties or obligations under this Agreement to any person or entity, in whole or in part. No action, regardless of form, arising out of this Agreement may be brought by Licensee more than two years after the cause of action has been discovered by Licensee.

19. WAIVER

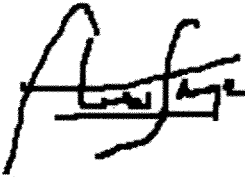
The waiver or failure of any party to exercise in any respect any right provided for herein shall not be deemed a waiver of any further right hereunder.



IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth first above, with full knowledge of its content and significance and intending to be legally bound by the terms hereof.

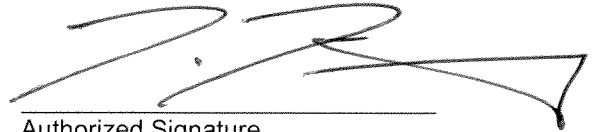
MOBILE FRINGE INC

JSEC – The Student Centre



Authorized Signature

Steve Sorge CEO
Print Name and Title



Authorized Signature

TODD FEARNLEY GM & CAO
Print Name and Title



SCHEDULE A – THE SOFTWARE & SYSTEM REQUIREMENTS

Licensor Software includes a Digital Content Management system, Private Social Network software, and Mobile Delivery solution. Custom development will be required.

The following outlines the custom development requirements. By the way of a user story (“user story” is one or more sentences in the everyday or business language of the end user or user of a system that captures what a user does or needs to do as part of his or her job function. User stories are used with Agile software development methodologies as the basis for defining the functions a business system must provide, and to facilitate requirements management.) each requirement is defined. The requirements are broken into 3 sections:

- 1) Website Requirements (what each user can do and access on a standard desktop browser)
- 2) Mobile Requirement (what each user can do and access on a mobile device)
- 3) Assumptions (for each of the above)

Website Requirement

There are currently three distinct websites with independent back end administrator portals. These websites will be consolidated into one website, with one back end administrator portal to manage all content. The websites are as follows :

- 1.) www.studentc.com - public access (does not require login);
- 2.) <http://social.student.com> - private access (requires login, i.e. SC Connect); and
- 3.) <http://studentcstore.com/> - public/private access.

The foregoing websites provide administrators and users with certain privileges, which are set out as follows:

A. www.studentc.com - Public Facing Requirement (i.e. no login required)

A user will be able to:

- Access the home page and view a rotating promo banner and rotating banner on the Spotlight Magazine home page
- Access website articles for the site including Spotlight Magazine (published by the administrator(s))
- Access general site content (Businesses, Services, Employment, The Wall Bar and Grillhouse, Contact, etc)
- Access primary navigation on every page, currently at the top of the webpage (Home, Council/Staff, Business, Services, convenience card, store, Spotlight Magazine, etc)
- Access secondary navigation on every page, currently on left side of the webpage (to appear on all public pages for quick links, i.e. Facebook, Youtube links)
- Access contact information (e.g. campus maps, student council, student centre)

- Submit polls (user can answer a poll and view poll results)
- Access media (view images and Youtube links as published by the site administrator(s))
- Access online store (see below)
- Access external site links in a new browser window
- Access user login & registration (provide users access to the private social components i.e. SC Connect. see below for more details)

An administrator will be able to:

- Update home page promotion banners
- Update side or header ad bars
- Publish articles (add/remove/edit)
- Perform webpage content management (administrator(s) can create and manage public facing web content, e.g. Businesses, Services, Employment, The Wall, Contact, etc.)
- Manage public events (calendar integration, dates/content controlled by the administrators)
- Manage media (ability to upload images and video links, will use Youtube for video)
- Manage Polls (administrator(s) can create and publish a poll)
- Manage site footer information (links, copywriter etc)

B. <http://social.student.com> - Private/Social Component (i.e. login required)

A user will be able to:

- Create a profile and edit profile information (i.e. Name, Email, Gender, School, Twitter address etc)
- Send a friend request, accept a friend request
- View a user's recent activity
- Upload photos, create albums
- View a user's friends
- Create and join groups, with group discussions (groups can be open to anyone or invite only)
- View/create/attend events
- View poll answers
- Manage Settings (privacy, notifications, password)

An administrator will be able to:

- Perform the same functionality as a user above
- Create and manage users (create, ban users)
- Create/Delete Groups and discussions
- Send messages to all users
- Site Settings (create polls)

C. <http://studentcstore.com/> - Online Store for the Student Centre

A user will be able to:

- Create/Login to account
- Place orders with credit card information and use their convenience card and/or with QR coding
- Create Wish List
- View Order Status

An administrator will be able to:

- Create products (administrator(s) can manage store products)
- Manage Orders
- Manage Users

D. Mobile Requirement

The mobile experience will allow users to:

- Access the Wall Bar and Grillhouse (description, calendar links, images, menu, employee of the month with bio, hours or operation with map, sponsors)
- View calendar and events (click on a highlighted date with details of event with event poster and video links)
- Access online store
- Link to the Spotlight Magazine on Studentc.com website
- Access to Services (Link to various services and details, e.g. Pita Pizza)
- Access to Catering (general catering content with links etc)
- Personal Calendar (integrates into the personal calendar on the device, this will not be available for mobile web. Only native apps)



- Access social functions, i.e. SC Connect (intro video and login into the users profile. User can view friends, send messages and post group discussions)
- Access "Your Space" (user can access links to third party games/puzzles to be performed outside of the app)
- Access Contact, Maps of Campus, Parking Lot, Student Council Members

E. Development Assumptions

- The development solution created will allow for access by 3 types of users:
 - 1) Anonymous public user (can access the public components of the platform)
 - 2) Logged in user (can access the private/social component of the platform)
 - 3) Administrator (can publish content and manage users as defined above)
- Users accessing the social component of the site will need to add and accept friend requests. All users are not friends by default
- Website development and testing will support IE 8 and newer, Firefox 5.0 or newer (Mac, Linux and Windows), latest version, Chrome (Mac, Linux and Windows), latest version, Safari

F. The Mobile Component will Support the Following Platforms:

- Mobile Web (Browsers on BlackBerry OS 6.0 and up, Android OS 2.2 and up, iOS all versions, Windows 7 and up)
- Native iPhone (iOS 4.2 and up)
- Native iPad (iOS 4.2 and up)
- Native Android (OS 2.2 and up)
- Native BlackBerry (Bold Devices on OS 6.0 and up)
- Third party open source development tools may be used at Mobile Fringe's discretion (i.e. JQuery, Bootstrap etc.)
- Mobile applications will use a combination of native GUI components and web framed mobile content where relevant
- APIs needed for mobile support to be built during website development
- A single CMS will be used to manage both the "Public" and "Private/Social" aspects of the site
- The online store will leverage the third party "Interspire" product, as is currently being used

G. Licensee to Provide

- Design, Artwork and Imagery as required
- Data in the required format Image file formats of .psd, .png and data in .csv format as per the License

Agreement

- Licensee responsible for content updates, where applicable

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of letters and a long horizontal stroke.

SCHEDULE B
FEES AND PAYMENT TERMS

All prices are reflected in Canadian Dollars

License, Development, Implementation, Hosting, Service and Support Fee June 4, 2012 – May 31, 2014	\$12,900/month
License, Hosting, Service and Support Fee June 1, 2014 and beyond	\$4,200/month

Payment Terms:

- A. License, Hosting, Service and Support Fee includes: hosting, general server maintenance, full test environment, unlimited content management system updates, client technical support, user technical support, minor design changes and mobile operational system version upgrades. Includes a full 24 x 7 service level agreement - see Schedule D.
- B. All fees are invoiced on the 1st of the month.
- C. All invoices are due within 30 days of invoicing.
- D. All fees are subject to maximum annual increases of 4%.
- E. All fees are exclusive of applicable taxes.



SCHEDULE C
DEVELOPMENT SCHEDULE

Date	Task
June 4, 2012	SC - Design Start (Web)
June 18, 2012	SC - Design End (Web)
June 25, 2012	SC - Design Start (Mobile)
July 2, 2012	SC - Development Starts (Web)
July 9, 2012	SC - Design End (Mobile)
August 14, 2012	SC - Development End (Web)
August 15, 2012	SC - Development Start (mWeb)
September 5, 2012	SC - Development End (mWeb)
September 6, 2012	SC – Launch Website and Mobile Web
September 14, 2012	SC - Development Start (iPhone)
October 5, 2012	SC - Development End (iPhone)
October 8, 2012	SC - Development Start (Android)
October 29, 2012	SC - Development End (Android)
October 30, 2012	SC - Start (BlackBerry)
November 26, 2012	SC - Development End (BlackBerry)
November 27, 2012	SC - Development Start (iPad)
December 27, 2012	SC - Development End (iPad)

Note: Licensor does not control the approval times by Apple, Blackberry or Android and times may vary as a result. Licensor is not responsible or liable for any costs associated with delays in going live with the application as a result of delays with Apple or delays with Licensee in providing content/data.



SCHEDULE D
STANDARD SERVICE LEVEL

The purpose of this **Standard Service Level Schedule** is to formalize an arrangement between Licensor and Licensee to deliver specific support services at specific levels of support.

The following services will be provided by Licensor:

- Root-cause analysis -- Analysis of the root causes of problems. Problems will be reviewed to determine their root causes, measures will be taken to correct the sources of the problems, and reports will be prepared and distributed in a timely fashion.
- Bug fixes -- Defined as the emergency repair of any system operation that does not comply with the current signed and approved system specification. This includes system errors, "hung" or halted screens, or unexpected results within the system that render it unusable for the purpose for which it was designed. Support Request status updates -- Licensor will provide input into Support Request in accordance with agreed upon reporting process.
- Assistance with application usage
- Assistance with application environment support

Severity Levels

- Severity 1 (High) - The application failure creates a serious business and financial exposure. The situation is causing significant impact to portions of Licensee's business operations and productivity. The system is exposed to potential loss or interruption of service.
- Severity 2 (Medium) - The application failure creates a low business and financial exposure. One which impairs some operations but allows Licensee to continue to function. This may be a minor issue with limited loss or no loss of functionality or impact to Licensee's operation and issues in which there is an easy circumvention or avoidance by the end user.
- Severity 3 (Low) - The application failure creates a minimal business and financial exposure. A general usage question or recommendation for a future product enhancement or modification. There is no impact on the quality, performance or functionality of the product.

Response Times

- Severity 1 (High) – Within one (1) business day.
- Severity 2 (Medium) – Within three (3) business days.
- Severity 3 (Low) – Within seven (7) business days.



SCHEDULE E

STANDARD TESTING PROCEDURES

Testing Phases:

Standard testing procedures involved two distinct phases of testing and quality assurance ("QA"). These two phases are:

1) Internal QA

Internal QA is a process to validate the functional requirements of the system prior to User Acceptance Testing ("UAT"). The internal MobileFringe QA team in cooperation with the MobileFringe development team conducts this phase of testing internally. Characteristics of this phase of testing include:

- Internal QA is intended to test all functional aspect of the software on all supported platforms as per the product definition and business requirements
- Internal QA for each development milestone to be completed before proceeding to UAT
- Testing is conducted in an iterative approach as each development milestone is complete as per the project plan
- Internal QA issue tracking is used to itemize and prioritize issues with the development team. Issues are tracked using software tools, i.e. BaseCamp.
- Issues are reviewed internally on a weekly basis or as needed according to the project plan
- Internal QA is conducted in an internal system environment not exposed as a public facing website

2) UAT

UAT is a process to obtain confirmation that a system meets mutually agreed-upon requirements. A Subject Matter Expert ("SME"), preferably the owner or client of the object under test, provides such confirmation after trial or review. UAT is one of the final stages of a project and often occurs before a client or customer accepts the new system. Characteristics of this phase include:

- UAT is intended to test all the functional aspects of the software on all supported platforms as per the product definition and business requirements
- Client to assign an SME to conduct UAT in cooperation with MobileFringe
- Issues to be managed and communicated weekly using an issues log. Issues log to be maintained by MobileFringe and shared with the client via email
- Deliverables and timelines to be managed and updated by MobileFringe and reviewed with the client weekly
- Testing to occur on a "staging" system environment so clients and all relevant parties can access the system for testing

Successful completion of UAT is a pre-requisite for production deployment

Andrew Deugo
Vice-President Student Life
Nipissing University Student Union
July 4th 2013

September/October report.

Firstly, Frosh week budget lines were finalized and paid in full. Both via the appropriate back billing methods to Canadore College in compensation for the debt owing from CSRC, as well as our own budget lines being finalized through Grant Thornton accountants. All remaining and outstanding invoices associated with Frosh Week were paid in full. The majority of this time period was spent finalizing the new governing structure to be put forward in the coming years of NUSU. In addition to this, the formation of the Wall Management sub-committee further expanded the number of governing boards associated with NUSU. Multiple events are currently in the works, and some having been cancelled.

The Wonderland Halloween Haunt trip was meant to be a main event for October but was cancelled due to lack of interest and sales. The total cost of the bus being approximately 2000\$, it wasn't considered feasible to send the bus only having sold 4 tickets at 40\$ to recoup the cost.

A concert was mistakenly booked October 16th 2013 with Craig Cardiff as the main performer. Given that this day fell within our reading week and the discussions had after the fact, it was reasoned to be confusion amongst the two Vice-Presidents Student Life of both NUSU and CSRC. It was not properly communicated that a verbal confirmation from CSRC's VPSL had been given to Craig, thus putting him under the impression that a show was confirmed on behalf of both student unions. This however wasn't the case, as NUSU was left unaware and wouldn't be willing to contribute to a service that would not benefit our students. We are still awaiting a signed copy of any contractual obligation to Craig Cardiff that would indicate we have a deposit owing. It is the opinion of the VPSL that this contract was never signed, therefore NUSU is under no legal obligation to pay the standing deposit fee of 750\$ + HST.

NUSU was asked to assist with Nipissing University's Homecoming weekend in a variety of small manners. Through donation of scarves and hands to assist with set-up/ tear-down of certain events, a number of volunteers comprised NUSU's role in Homecoming. That role was support to both Michelle Courville as well as the Alumni Relations Committee specifically in setting up of the "Pints and Pancakes" beer garden, for which NUSU's heavy-duty bar fencing was borrowed. A small number of volunteers assisted with moving, setting up and tearing down the fencing before and prior to the event which took place from 2:00pm-4:00pm.

Upcoming events will be brought up the Social committee prior to discussion with the board of directors. One such event that will be brought forward is an event planned by Kara Stewart, the head of the Eat, Talk, Live program. An event proposal based around an Iron

Chef dinner and a show style performance will be put forth to both the Board major, social committee and Wall Management committee for necessary approval. Additionally, a licensing issue regarding public movie showings in the Wall will be brought forward as well.

Another note of important business NUSU will be engaging in is that of the new Nipissing Anthem. In conjunction with Janet Zimbalatti, a member of both the Alumni Board and Board of Governors, and the North Bay Symphony Orchestra the start of Nipissing University's first ever school song or anthem. As a proud new cultural highlight of Nipissing University the NUSU board of directors gave full support to this project. A cash donation was requested for 500\$ should the Ontario Arts Council commission the creation of the anthem, and this was accepted as suitable.



DINNER AND A SHOW PROPOSAL

EAT healthy. TALK about food. LIVE your best.

EAT TALK LIVE is a student-run service that encourages healthy and affordable eating choices for students.

Students who takes advantage of this program may be able to:

- Acquire an understanding of how to build an inexpensive but substantive grocery list;
- Formulate a realistic weekly budget that accommodates any new eating choices;
- Utilize our pinterest recipes to try out new eating choices;
- Compare local shopping options on their quality and cost (see our weekly flyer easels in the front entrances and in the Green Lounge);
- Share their new eating choices and creations with other students.

“ATTACKING YOUR SENSES”

The Dinner & a Show on November 15th will give students the opportunity to come and enjoy a delicious, affordable and healthy meal at the Wall. This event will be entirely run by a student and include music from Annie Sumi and a local motivational speaker to give a keynote about the impact of food on our well-being.

The Eat Talk Live Dinner and a Show will be a four-course meal that offers students various samples from each meal of the day (Breakfast, Lunch, Afternoon Snack, and Supper). We want to give each student attending a chance to see, taste, smell, hear, and touch healthy meal alternatives from each meal of the day.

Primarily, this event is meant to deal with the false stigma around healthy food habits and it will address the perceptions that healthy food is too difficult and time consuming to prepare and that it is inaccessible due to high cost. At the end we are planning to get people to question how they ‘sense’ food so that it will revolutionize how they bring food to their own lives!

SUPPORT REQUESTS

Spacing Requests

- We are hoping to utilize the Wall Bar and Grillhouse for the event.
- We are hoping to gain access to the kitchen area (to prepare the meal).
- We are hoping to have full use of the serving equipment, plates, and cutlery.
- We are hoping to book the Wall exclusively from 6:00am – 11:00pm (prep, set-up, show, and clean-up) on November 15, 2013.

Resources Request

- We are looking to gain access to the Wall's AV and sound equipment.
- We are looking to receive tech support to help us set-up the sound for an acoustic musician and mics for speakers.
- We are looking for help selling tickets for the event (promotional support)
- We are asking if NUSU could be a place where students can purchase their ticket for the event.

Funding Requests

- We are requesting a NUSU contribution to the event to the total of \$500.00. This figure will be used to help cover some of our food costs (i.e., the purchase of raw materials for the cooks).

A more detail budget can be provided once the menu has been established by our volunteer cooks.

Respectfully Submitted by,

Kara Stewart
Nutrition Mentor
October 26, 2013



Nipissing University's Sport Marketing class, the Lakers women's hockey team and the Canadian Breast Cancer Foundation are joining forces in the first ever women's varsity *Pink the Rink* event. We are looking forward to hosting this game on **Saturday, November 9th** at the newly renovated Memorial Gardens with a goal of filling as many seats as possible to cheer on these top female hockey players and contribute to a great cause. We hope to set a record for the largest attendance at a female hockey game in North Bay!

The success of an event such as this is only possible with the support and contributions of community partners. As such, we are seeking sponsors and/or donors to assist in this *Pink the Rink* event. We are committed to ensuring that our sponsors also benefit from this association and will recognize all sponsors of our event in all promotional and press-related initiatives (including radio, print, social media, campus and community posters, etc.). We also look forward to working with our sponsoring partners on other ideas that may best activate their association with this event.

There are several ways that your organization can be involved in this *Pink the Rink* event. We are flexible in our offerings and look forward to working with our partners on programs that will be mutually beneficial.

Sponsorship Options:

- **Title Sponsor:** \$1,000 (*Pink the Rink* brought to you by...)
 - **Supporting Sponsors:** \$500 (*Pink the Rink* proudly supported by the following sponsors....)
 - **Ticket Purchases*:** \$5.00/ticket (for NU students or children 12 and under)
- *Your organization can purchase a block of children's tickets and we will promote that the first X amount of kids under 12 get in free courtesy of our sponsor.

Donations:

A silent auction will be used to generate funds for the Canadian Breast Cancer Foundation. We are seeking items (products, gift certificates, gift baskets, etc.) to be donated for this fundraising activity.

We hope that your organization is able to support this event and are happy to further discuss the best way to partner in delivering a successful *Pink the Rink* event.

Thank you for your consideration.

Brady Coggins
Nipissing Business Student, Sponsorship Coordinator
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bbcoggins265@community.nipissingu.ca

Denyse Lafrance Horning
Marketing Professor
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In Support of
Canadian
Breast Cancer
Foundation



SATURDAY, NOVEMBER 9, 2013

NU LAKERS VS. WATERLOO WARRIORS

GAME STARTS 3:30PM • MEMORIAL GARDENS

**FIRST EVER
WOMEN'S
VARSITY
PINK THE
RINK EVENT**



Fast-paced hockey, a great cause and many fun activities for all!

In Support of
Canadian
Breast Cancer
Foundation
ONTARIO



Tickets can be purchased at the game or by contacting the
Memorial Gardens box office at 474-0626 (ext 2800)

PINK THE RINK proudly supported by  twg*
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