



Meeting Minutes  
Board of Directors Meeting  
Sheridan Student Union Incorporated (SSUI)

Meeting #:	305th
Date:	June 28, 2021
Time:	1:00PM [EST]
Location:	Teleconference (Zoom)

Director	In Attendance	Calling In	Absent	Late (Time Arrived)
<b>Chairperson:</b> Sarah Jewell	X			
<b>Vice-Chairperson:</b> Kashyapkumar Patel	X			
Rhema Javed	X			
Hasan Iqbal	X			
Riddhi Mihir Shah	X			
Tejaswini Shah	X			
Rashad Haque	X			
Quorum is reached with 7 of the required 5 directors being present.				

Ex-Officio Member	In Attendance	Calling In	Absent	Late (Time Arrived)
Jamie (James) King, General Manager	X			
Kyle Budge, President	X			
Maria Lucido-Bezely, Dean of Students	X			
Saz (Sarah) McKean, Board Secretary	X			

Guests In Attendance	Gaby (Gabrielle) Moryoussef, Vice President
	Mia Fatrlda, Senior Manager - Marketing, Communication and Creative
	Allisa Lim, Assistant Manager, Events & CRO

Agenda Item 01	Call to Order
Notes: <ul style="list-style-type: none"> <li>Saz McKean is introduced as the new Board Secretary.</li> <li>Meeting is called to order by Sarah Jewell at 1:04PM [EST].</li> </ul>	

Agenda Item 02	Roll Call
Notes: <ul style="list-style-type: none"> <li>The Board has reached quorum and are able to proceed with the meeting.</li> </ul>	

Agenda Item 03	Opening Remarks
Notes: <ul style="list-style-type: none"> <li>N/A</li> </ul>	

Agenda Item 04	Approval of 305 <sup>th</sup> Meeting Agenda		
Motion:	I move that we approve the Agenda for the 305th SSU Board Meeting.		
Moved By:	Tejaswini Shah	Seconded By:	Sarah Jewell
Notes: <ul style="list-style-type: none"> <li>Kyle shares his screen to show the 305<sup>th</sup> Board Meeting Agenda.</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0

Agenda Item 05	Approval of the 304th Meeting Minutes		
Motion:	I move that we approve the 304 <sup>th</sup> Meeting Minutes, as presented to the Board.		
Moved By:	Rhema Javed	Seconded By:	Rashad Haque
Notes: <ul style="list-style-type: none"> <li>Kyle shares his screen to show the 304<sup>th</sup> Meeting Minutes.</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0

Agenda Item 06	Declaration of Conflicts of Interest
Notes: <ul style="list-style-type: none"> <li>N/A</li> </ul>	

Agenda Item 07	Get Connected
Notes: <ul style="list-style-type: none"> <li>Mia and Alissa present a slideshow reviewing recent SSU achievements and events.</li> <li>They highlight events and content during pride month.</li> <li>They go over the July SSU Events that the Engagement Team have planned: <i>SSU Scouts</i>, <i>DIY-Upcycle! DIY Jean Paint Class</i>, <i>Zen Yoga Class</i>, and <i>DIY-Upcycle! DIY Reconstructed Shorts and Tote Bag</i>.</li> <li>By-Election’s review and goals: <ul style="list-style-type: none"> <li>(1) Want 30+ nominations, (2) surplus number of candidates to seats available, and (3) 7-10% Voter Turnout.</li> </ul> </li> <li>Board Directors’ Action Needed, such as promoting and encouraging the student body and recording videos of the Board to give a small testimony.</li> <li>Alissa will book an election chat meeting on a later date to go into more detail.</li> </ul>	

<b>Agenda Item 08</b>	<b>Executive Updates</b>
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Kyle gives an update:</li> <li>• The open forum took place the previous week on Zoom. It was four hours of constant questions, discussion, and lots of feedback.</li> <li>• There will be a summary of the open forum notes shared later, but if the Board wants a copy of the raw notes, contact Kyle.</li> <li>• The Student Center refresh is coming along great, is ahead of schedule, and is under budget and those funds will be shifted in the following week once the designs have been solidified.</li> <li>• Kyle explains it is up in the air for the design of the entry way Davis office space. The design has been sent back to the designers. The Board will come in to approve additional budget for that. However, everything else is on schedule.</li> <li>• There will be new job postings for VP positions, coordinators for events, and digital content coordinators.</li> <li>• A new club applied, The Socialist club, where their main purpose is to work with students to teach them their rights as workers, however the application raised some red flags. If the club accepts the soft lines the SSU gave, then this club will be brought to discussion in a future meeting.</li> <li>• For the Long-Term Board Agenda, Kyle outlines how it will entail all the things the Board needs to accomplish from now until the end of the term in April. The first finance plan will be at the next board meeting. These will take place roughly every three months and there will be more discussion of budgets closer to the end of the year.</li> <li>• If the Board feels they would like to be trained or educated more before the finance meetings, that can be arranged ahead of time.</li> <li>• Kyle and Saz will be working on updating and organizing the Board of Directors' SharePoint, and the Board now has access to all the documents.</li> <li>• SSU Holiday closure Thursday July 1, 2021 and Friday July 2, 2021.</li> </ul>	

<b>Agenda Item 09</b>	<b>September Bursary</b>
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Kyle recapped the SSU sponsoring past academic awards for graduating students.</li> <li>• Discussion of sponsoring bursaries for 1<sup>st</sup> and 2<sup>nd</sup> year students, for Fall and Winter Semester. The award will be for students in need that require extra help with additional materials for their program.</li> <li>• The current plan is to put \$25,000 towards these bursaries, split amongst 25 to 40 students. It will range from \$500 to \$1000 dollars per student. It will be split roughly 75% for Fall semester and 25% for Winter semester.</li> <li>• Handled entirely by Finance and Financial Aid department at Sheridan.</li> <li>• There is not an official proposal at the moment but will have until about mid-August to review in Board Meetings.</li> <li>• Many directors expressed their agreement with this plan.</li> </ul>	

<b>Agenda Item 10</b>	<b>Bylaw 5.6 (b)(ii) &amp; 5.10 (f-h) Review</b>		
Motion:	I move that we direct the SSU President to review the bylaws and amend them to reflect the new amount of absences based on the feedback of the board, to be presented as a proposal at the next board meeting.		
Moved By:	Rashad Haque	Seconded By:	Sarah Jewell
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Discussing the bylaw of how many absences the board can have in a term before being removed from their seat and losing honorarium.</li> <li>• It would be reviewed who and how many have missed certain number of meetings. That helps calculate who receives their honorarium.</li> <li>• Kyle says that unless if the government says otherwise, as long as everyone is off campus, meetings will be teleconference.</li> <li>• Kyle explains that the bylaw is a safety net, so that a director doesn't lose their seat if they need to miss a meeting because of an emergency.</li> <li>• Rhema, Sarah and Rashad would prefer a number over a percentage, the others are neutral.</li> <li>• The number would be reviewed every semester, per academic term.</li> <li>• Sarah the Board of Directors discuss how many meetings are going to occur at the beginning of each semester.</li> </ul>			

- There is no mandate of how the Board of Directors make their schedule, but the past academic year it was accommodating for the General Meetings. There is nowhere in the bylaws at the moment stating this, but Kyle explains with given direction that type of thing can be implemented.
- Sarah suggests making the number 4 when mentioning biweekly meetings.
- Rashad suggests only one meeting absence, or two for biweekly for academic term.

**Motion Carries**

Votes:	For:	Against:	Abstain:
	7	0	0

**Agenda Item 11**

**Office Hours Timeline**

Notes:

- This idea was mentioned in 304<sup>th</sup> Meeting.
- Kyle is hoping to pick it up again with this current Board.
- The earliest possible start up would be August 2<sup>nd</sup>, so it will give all of July for completion of planning and training.
- The idea is to host as many times as possible a week. Roughly two hours a week per director, at least two people per office hour (preferably three) which include board members and student leaders.
- Kyle asks for feedback of what type of training the directors want, and briefly reviews about the basic and advanced training.
- Everybody expresses their interest in doing the advanced training.

**Agenda Item 12**

**Summer Board Meeting Schedule**

Motion:

I move that the SSU Board Meetings be scheduled for biweekly Mondays at 1:00pm [EST] for the Spring/Summer Semester and a new schedule be determined for the Fall Semester.

Moved By:

Sarah Jewell

Seconded By:

Riddhi Mihir Shah

Notes:

- Every other Monday Board Meetings at 1pm [EST]
- Next meeting is Monday July 12, 2021 at 1pm [EST]

**Motion Carries**

Votes:	For:	Against:	Abstain:
	7	0	0

**Agenda Item 13**

**New Business**

Notes:

- N/A

**Agenda Item 14**

**Adjournment**

Motion:

I move that we adjourn the 305th Meeting of the Board.

Moved By:

Sarah Jewell

Seconded By:

Kashyapkumar Patel

Notes:

- N/A

**Motion Carries**

Votes:	For:	Against:	Abstain:
	7	0	0

Special Instructions/Interpretations:

- Meeting is adjourned by Sarah Jewell at 2:38PM [EST].

Referenced material:

- 305th Board Meeting Agenda
- 304th Meeting Minutes
- Get Connected PowerPoint
- SSUI Bylaws

Respectfully submitted by,



(Signature of Secretary of the Board)

Adopted by the SSU Board of Directors in the meeting of

**July 12, 2021**

(Date of Meeting)



[Sarah Jewel \(Jul 13, 2021 12:32 EDT\)](#)

(Signature of Board Chairperson)