



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

Meeting #:	306
Date:	July 12, 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 5 of the required 7 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
	Hanh Ngo, Senior Director of Finance

Agenda Item 01	Call to Order
Notes:	
<ul style="list-style-type: none"> <li>Meeting is called to order by Sarah Jewell at 1:04PM.</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>A few directors had trouble finding/accessing SharePoint files. Kyle explains that downloading the files will make them viewable.</li> </ul>	

Agenda Item 04	Approval of Current Meeting Agenda		
Motion:	I move that we approve the Agenda for the 306th SSU Board Meeting		
Moved By:	Sarah Jewell	Seconded By:	Rhema Javed
Notes:			
<ul style="list-style-type: none"> <li>Kyle shared his screen to show the 306<sup>th</sup> Board Meeting Agenda.</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0

Agenda Item 05	Approval of the Previous Meeting Minutes		
Motion:	I move that we approve the 305th Meeting Minutes, as presented to the Board.		
Moved By:	Rhema Javed	Seconded By:	Rashad Haque
Notes:			
<ul style="list-style-type: none"> <li>Saz shared their screen to show the 305<sup>th</sup> Board 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	Ratification of Board Secretary		
Motion:	I move that the SSUI Board of Directors ratify the appointment of Sarah McKean as Board Secretary as of June 28th, 2021.		
Moved By:	Tejaswini Shah	Seconded By:	Kashyap Kumar Patel
Notes:			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0

Agenda Item 08	Executive Updates
Notes:	
<ul style="list-style-type: none"> <li>• Alissa will be joining after this meeting for information and brainstorming for ideas for this fall elections.</li> <li>• Student center refresh: just small redesigns, such as the coat check at TRC. Everything is going smoothly, and Dan is back to ensure everything is going to be accomplished.</li> <li>• Posted jobs for VP roles for TRC and Davis, with a small pool of responses so far. Kyle encourages everyone to tell people they know to apply if interested.</li> <li>• The Socialist club have generally accepted the terms given to them, however pushed back on their name. They are using the current policies to defend their name, so there are going to be policies rewritten and brought to attention at a future board meeting for approval.</li> <li>• SharePoint will have Board Meeting Agenda and Minutes.</li> <li>• The Board should finish the Office Hour training soon. Kyle will send everyone a link to the advanced training for Office Hours once he has finalist names. Kyle will ask for what times the Board wants to do these Office Hours once fall course schedules are available.</li> <li>• Student Refugee Program, bringing 3 Olympian refugees, from the Olympic Refugee team. SSU support is generally a year. They will be profiled (promotions, etc), because they're used to the attention compared to past student refugees. One volunteer from the Board is needed.</li> <li>• The Senate was dissolved and will become the President's Advisory Council, which will be 48 people. It is a similar process to joining the Board of Directors, where nominations will be mid to late September. Their meetings will be once a semester, they are similar to Board Meetings but a bit longer.</li> <li>• Tentative early October Student Union Development Summit conference in Vancouver, BC.</li> </ul>	

Agenda Item 09	2020-2021 Q4 Fiscal Update		
Motion:	I move that the SSUI Board of Directors receive the 2020-2021 Q4 Fiscal Update as presented.		
Moved By:	Tejaswini Shah	Seconded By:	Rhema Javed
Notes:			
<ul style="list-style-type: none"> <li>• Hanh Ngo and Jamie King review the final quarter of the fiscal year, up to April 30<sup>th</sup>, 2021.</li> <li>• Hanh shares her screen to present.</li> <li>• The past couple of years have had significant surpluses.</li> <li>• Student Choice Initiative (SCI) in 2019/20, expecting 30-40% opt out, however received an unexpected surplus.</li> <li>• Moderated student fees, after 6-7 semesters from \$117 to low of \$50 per student, trying to recognize the pandemic impact and the surpluses. If the increased fee is not met, they will return to the Board with dropping the fee at the next fiscal meeting.</li> <li>• A budget has been made of expenses for this 2021/22 year, with an expectancy for a deficit.</li> <li>• Because of the several surpluses, expecting future years of deficits.</li> <li>• Financial documents will be put into SharePoint.</li> <li>• Surplus and current funds review, where the funds are going and have gone.</li> <li>• Performance VS Plan summary: budget was underspent, Canadian Emergency Wage Subsidy that helped with employees hit with revenue reductions during the pandemic that was not budget for.</li> <li>• Need the Board to approve the fiscal condition update, along with ensuring the limitations the Board has put for executives have been followed in use of funds.</li> <li>• Overview of budget assumptions.</li> <li>• CEWS, SSU expects this assistance to fund employees further.</li> <li>• Anytime there's money, it is the Board that gives permission to access funds for proposed action. The president and general manager have not and cannot make a commitment greater than \$25,000 without the Board's support. Some past Board permitted funds are outlined in SharePoint Archives.</li> <li>• Both Hanh and Jamie are available if there's any further questions.</li> <li>• Board members expressed interest in fiscal training.</li> <li>• <b>AFTER MOTION:</b></li> <li>• Jamie wants the Board to be aware that these are unusual times, that these are larger surpluses than what the SSU is comfortable with, and it is important that students recognize the responsibility of the SSU and their contributions.</li> </ul>			
<b>Motion Carries</b>			
Votes:	For:	Against:	Abstain:
	6	0	0

Special Instructions/Interpretations:

- One director did not vote

Agenda Item 10

Approve AGM Date

Motion: I move that the 2021 Annual General Meeting be set for October 14th, 2021.

Moved By: Hasan Iqbal

Seconded By: Riddhi Mihir Shah

Notes:

- Big meeting that all directors are expected to be at, though only President and Chairperson attends officially, the rest of the Board will attend as students.
- This meeting is a way to update the student body with all SSU finances and updates of this year.
- Proposed date is October 14<sup>th</sup> to have enough time to get information organized, will have fall directors elected, and be able to go over the previous year.
- Potentially looking to have multiple rooms for different panels that students can attend.
- AGM 2021/22: October 14<sup>th</sup>, 2021.
- **AFTER MOTION:**
- If a person of the Board cannot attend, it will count as an absence.
- Last AGM went for about 4 hours. First half was panels and workshops, second half was actual business.

Motion Carries

Votes:

For:

5

Against:

1

Abstain:

0

Special Instructions/Interpretations:

- One director did not vote.

Agenda Item 11

Bursary and Fiscal Surplus Discussion

Notes:

- As shown in the Q4 Fiscal presentation, there is a lot of extra money.
- Shifting the bursary from \$25,000 to \$250,000. It will have the same outlines as previously mentioned and will further expand what to do with this money in discussion.
- Full time degree programs only because they are more expensive, though may be able to expand to part time.
- Currently planned to distribute for 75% in fall, 25% in winter.
- Discussion of: what are the criteria?
- Students that receive these funds need to be impacted in their program, needing extra support with program-required materials, etc.
- Suggestion of allocating funds to help with textbooks and software.
- Kyle explains that as the SSU, we do not have any say of who receives it but can market and promote it as Rashad suggested.
- Rhema says she wants to extend to all years, not just second. Tejaswini mentions that may be why there is only a 30-35% turnout rather than 70-75%.
- Kyle explains that there can be a shift of criteria: possibility that second years can have \$1000 and later years \$500.
- A suggestion of making a secondary bursary for non-degree.
- However, these criteria cannot be made if it is too broad as it dilutes the importance of need in this funding. Making it too general will take away what the bursary is meant for and for those that need it.
- Potentially paying for a whole semester for a student, which would be good to showcase and highlight.
- Everyone agrees with the \$250,000 and more solid criteria will be proposed in next meetings.

Agenda Item 12

Professional Development

Notes:

- Idea generation time for the Board of Directors for what they want to further learn and do for team building.
- An idea of having team building in-person meet ups.
- Rashad suggests going to an escape room for team building and Sarah adding that it can help with communication as well.

- Gaby suggests learning ASL for skill building, could be a crash course or can be a weekly/monthly course.
- Many board members raise interest in learning ASL and there will be action in looking into classes.
- Tejaswini suggests further inclusion training.
- Rhema would like to learn more about finances, as Kyle mentions finances will be talked about often.
- An introductory course in finance will take place at a future board meeting.

Agenda Item 13		Bylaw 5 Proposal	
Motion:	Additional or Emergency Meetings called outside the scheduled Meetings of the Board and not officially scheduled by ordinary resolution, as outlined in Bylaw 5.10(a)(I) and (iii) are not deemed to be changes to the schedule and therefore will not count as absences if a Director is unable to attend.		
Moved By:	Sarah Jewell	Seconded By:	Rashad Haque
Notes:			
<ul style="list-style-type: none"> <li>• Kyle shares his screen to show document detailing the proposal to amendments of Bylaw 5.</li> <li>• This proposal is posted in SharePoint.</li> <li>• Kyle reviews the change in Bylaw 5, with considerations and feedback, and adjusting wording to reflect the discussion in the previous meeting.</li> <li>• Kyle summarizes and reviews the suggested amendments.</li> <li>• Kyle and Sarah discuss further clarifying the amendment of 5.10 (a)(v), that an additional meeting that is not the regular general board meeting does not count towards absences: "Additional or Emergency Meetings called outside the scheduled Meetings of the Board and not officially scheduled by ordinary resolution, as outlined in Bylaw 5.10(a)(I) and (iii) are not deemed to be changes to the schedule and therefore will not count as absences if a Director is unable to attend."</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0

Agenda Item 13		New Business	
Notes:			
<ul style="list-style-type: none"> <li>• Rashad raises the question of an update about the Ancillary Fee Meeting, Jamie anticipates that there will be a meeting set by July 13<sup>th</sup>.</li> </ul>			

Agenda Item 14		Adjournment	
Motion:	I move that we adjourn the 306th Meeting of the SSU Board of Directors.		
Moved By:	Rhema Javed	Seconded By:	Kashyapkumar Patel
Notes:			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0
Special Instructions/Interpretations:			
<ul style="list-style-type: none"> <li>• Meeting is adjourned by Sarah Jewell at 2:54PM [EST].</li> </ul>			

**Documents Referenced:**

- 306<sup>th</sup> Board Meeting Agenda
- 305<sup>th</sup> Board Meeting Minutes
- Quarterly Financial Condition Update Report – April 30, 2021
- Financial Performance as of April 30 2021
- SSU Operating Fee and Surplus History
- Director Absences Proposal

