



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

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| Meeting #: | 323 |
| Date: | May 27, 2022 |
| Time: | 12:00PM [EST] |
| Location: | HMC SC-Wing |

| Director | In Attendance | Calling In | Absent | Late (Time Arrived) |
|------------------------|---------------|------------|--------|------------------------|
| Shivang Shingala | X | | | |
| Om Patel | X | | | |
| Huu Luan Truong | X | | | |
| Pranesh Lakshmanasamy | | X | | |
| Abhay Bhingradia | X | | | |
| Radhika Munjal | X | | | |
| Sam (Clifford) Koabel | | | X | |
| Sanjey Sureshkumar | X | | | |
| Catarina (Nguyen) Pham | X | | | |

Quorum is reached with 8 of the required 6 directors being present.

| Ex-Officio Member | In Attendance | Calling In | Absent | Late (Time Arrived) |
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| Kyle Budge, President & Board Chairperson | X | | | |
| Julia Bertola, Vice President of Community Outreach | X | | | |
| Tristan Pinnock, Vice President of Academics & Equity | X | | | |
| Rhema Javed, Vice President of Staff & College Engagement | X | | | |
| Jamie (James) King, Managing Director | X | | | |
| Maria Lucido-Bezely, Dean of Students | | X | | 12:09 PM |
| Saz (Sarah) McKean, Executive Coordinator & Board Secretary | X | | | |

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| Guests In Attendance | Allisa Lim, Events Manager |
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| Agenda Item 01 | Call to Order |
| Notes: | |
| <ul style="list-style-type: none"> Meeting is called to order by Kyle Budge at 12:05PM [EST]. | |

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

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| Agenda Item 03 | Land Acknowledgement |
| Notes: | |
| <ul style="list-style-type: none"> Huu Luan says the Sheridan Land Acknowledgement. | |
| <i>Note: Maria joins at 12:09 PM.</i> | |

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| Agenda Item 04 | Opening Remarks |
| Notes: | |
| <ul style="list-style-type: none"> Shavayah, Digital Marketing Assistant, wants a photo of the Board. Saz sent out an email last week to gauge interest in writing blog content for the SSU website and/or being in podcasts. Saz will send a follow up email to those that were interested about next steps. | |

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| Agenda Item 05 | Approval of Current Meeting Agenda | | |
| Motion: | I move that we approve the Agenda for the 323rd SSU Board Meeting. | | |
| Moved By: | Abhay Bhingradia | Seconded By: | Sanjey Sureshkumar |
| Notes: | | | |
| <ul style="list-style-type: none"> Kyle shares screen to show 323rd Board Meeting Agenda. Kyle says that after this meeting, the person elected as Vice-Chairperson will be in the agenda planning meeting and will be the one to sign off to approve it. | | | |
| Motion Carries | | | |
| Votes: | For: | Against: | Abstain: |
| | 11 | 0 | 0 |

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| Agenda Item 06 | Approval of the Previous Meeting Minutes | | |
| Motion: | I move that we approve the 322nd Board Meeting Minutes, as presented to the Board. | | |
| Moved By: | Shivang Shingala | Seconded By: | Abhay Bhingradia |
| Notes: | | | |
| <ul style="list-style-type: none"> This was from the Board Meeting on April 11th, from the previous Board. We pass minutes to ensure that everything on our official record is accounted for. | | | |
| Motion Carries | | | |
| Votes: | For: | Against: | Abstain: |
| | 11 | 0 | 0 |

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| Agenda Item 07 | Declaration of Conflicts of Interest |
| Notes: | |
| <ul style="list-style-type: none"> N/A | |

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| Agenda Item 08 | New Board Introduction |
| Notes: | |
| <ul style="list-style-type: none"> The Board Directors introduce themselves. Nguyen goes by Catarina, can call her Cat. Allisa, the SSU Events Manager, introduces herself and hands out the Board of Directors welcoming package. | |
| Note: | |
| <ul style="list-style-type: none"> Allisa joins at 12:19 PM. Allisa leaves at 12:27 PM. | |

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| Agenda Item 09 | Vice-Chairperson Selection | | |
| Motion: | I move that Shivang Shingala act as the Vice-Chairperson of the Board for the 2022-2023 Board of Directors, until they resign or conclude their term as a director on April 30th, 2023. | | |
| Moved By: | Sanjey Sureshkumar | Seconded By: | Om Patel |
| Notes: | | | |
| <ul style="list-style-type: none"> The Vice-Chairperson joins Jamie, Saz, and Kyle in creating the agenda for each Board Meeting; and signs the Board Meeting Agenda and Board Meeting Minutes that are approved in each meeting. The Board does an anonymous vote between 2 directors that were interested. Shivang has been voted in as Board Vice-Chairperson. | | | |
| Motion Carries | | | |
| Votes: | For: | Against: | Abstain: |
| | 10 | 0 | 1 |
| Special Instructions/Interpretations: | | | |
| <ul style="list-style-type: none"> Shivang abstains. | | | |

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| Agenda Item 10 | Email Etiquette |
| Notes: | |
| <ul style="list-style-type: none"> Saz presents the Email Etiquette Training presentation, which can later be found in SharePoint for reference. Saz covers the basics of email etiquette: <ul style="list-style-type: none"> Professionalism (responsibility, tone, purpose), Greeting, Grammar, Spelling, and Punctuation (proofread), Sign off. Saz says: If all else fails, Google it, or put it into a note app or document. If the Board is interested in more in-depth training in professional writing, let Saz know. | |

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| Agenda Item 11 | Executive Updates |
| Notes: | |
| <ul style="list-style-type: none"> Pride Month: <ul style="list-style-type: none"> June is Pride month. If you go onto the SSU website, under events, you can find all the upcoming pride events. Usually, we do SSU Pride month in April because more students are on campus, but that did not happen this year. There are still some students right now on campus. Julia explains and talks about the events: <ul style="list-style-type: none"> Pride Tie-Dye, Panels, Bus to Toronto Pride Parade. Julia has been asked to be part of the Pride flag raising at Sheridan and at municipal government buildings. Tristan is working to run Living Works, on suicide awareness, and other possible academic events. <ul style="list-style-type: none"> Working to integrate a 4-hour program, called Safe Talk. Working with the college on events specifically about plagiarism and cheating. Rhema is new to her role but is looking to plan a staff team event soon. She is hoping to do paint ball. | |

- AMICCUS:
 - Kyle and Saz are leaving tomorrow, Saturday May 28th, to go to Nova Scotia to attend AMICCUS.
 - Expect a presentation about the trip at a future board meeting.
 - Going to be meeting with StudentCare, our Health and Dental service provider.
- Setting up a rep from StudentCare to come to a Board Meeting to talk about the services and policies.

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| Agenda Item 12 | Return to Campus Update |
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- Notes:
- Jamie talks about discussing with Kyle and the past Board about undertaking renovations at Davis and TRC after seeing the HMC campus.
 - Kyle shares his screen to show photos of renovations at both campuses.
 - Administrative spaces with more a welcoming design.
 - Reconfiguring the Board room into club space.
 - Updated kitchen facilities.
 - Deck access.
 - New furniture and flooring installation.
 - Converted and reconfigured offices.
 - Upgraded lighting.
 - Have also repurposed some furniture in select places.
 - Looking to have a flexible workspace.
 - We need to rebuild the culture to get back in office; Jamie says that he is confident that there will be more on campus soon.
 - Jamie is interviewing for Facilities Director to help with projects such as this.

Note: Jamie leaves at 1:00 PM.

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| Agenda Item 13 | Ancillary Fee Committee Selection |
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| Motion: | I move that the selected directors to sit on the College and SSUI joint Ancillary Fee Advisory Committee be Om Patel from the Davis Campus, Catarina Pham from the Hazel McCallion Campus, and Pranesh Lakshmanasamy from the Trafalgar Campus. These directors shall sit on the committee until the end of their term as directors, or they vacate their seat on the committee. |
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| Moved By: | Abhay Bhingradia | Seconded By: | Shivang Shingala |
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- Notes:
- Basically, going to be one person per campus that needs to represent the students.
 - You will look at all fees that students are paying and will have some input.
 - Very good opportunity to get involved and to understand where the money students are paying.
 - Meeting can be up to 2 hours.
 - Maria and Jamie co-chair.
 - Administrative college staff, Kyle, and the Board as students.
 - To see what tuition fees are used for and what fees are used outside of tuition.
 - We have a group of people that will review the ancillary fees for particular
 - Every few years, review to see quality control.
 - Our ancillary fee, experience fee, needs to be approved by ancillary committee – then goes up to Board of Governors.
 - Try their best to work around the Directors schedule.
 - Davis: Om Patel
 - HMC: Catarina Pham
 - TRC: Pranesh Lakshmanasamy

Motion Carries

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| Votes: | For: 11 | Against: 0 | Abstain: 0 |
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| Agenda Item 14 | | Finance Committee Selection | |
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| Motion: | I move that Shivang Shingala, Abhay Bhingradia, and Sanjey Sureshkumar be chosen for the SSUI Finance and Audit Committee for the 2022- 2023 fiscal year. | | |
| Moved By: | Radhika Munjal | Seconded By: | Shivang Shingala |
| Notes: | | | |
| <ul style="list-style-type: none"> • Need 3 students, does not matter which campus. There can be more, but Kyle does not suggest having the whole Board. • Reviews all the SSU financial statements, approves auditor, and reviews budget. • Has more say in our budget and get a more in-depth look compared to the rest of the Board. • Monthly, only 12 meetings. Sometimes extra meetings for training and needed updates. • Good opportunity to get more financially literate. • Interested: Shivang, Sanjey, and Abhay. • If you want to join, there needs to be a motion for the record. • If you want to leave, you need to find a replacement. | | | |
| Motion Carries | | | |
| Votes: | For: 10 | Against: 0 | Abstain: 0 |
| Special Instructions/Interpretations: | | | |
| <ul style="list-style-type: none"> • Rhema leaves at 1:16 PM. • Rhema did not vote. • Rhema returns at 1:20 PM. | | | |

| Agenda Item 15 | | Student Refugee Program Committee | |
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| Motion: | I move that Radhika Munjal be chosen for Sheridan's Student Refugee Program committee. | | |
| Moved By: | Om Patel | Seconded By: | Sanjey Sureshkumar |
| Notes: | | | |
| <ul style="list-style-type: none"> • Saz explains that Sheridan has a local committee for the Student Refugee Program, where we support a refugee for a year, who comes to Sheridan College to study, and we help them get started and settled in their life in Canada. • Currently virtual meetings are bi-weekly on Wednesdays at 1:30PM. Saz says that every semester it can change, as the staff are flexible with student class schedules. • Radhika is interested. | | | |
| Motion Carries | | | |
| Votes: | For: 10 | Against: 0 | Abstain: 1 |

| Agenda Item 16 | | Summer Meeting Schedule | |
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| Motion: | I move that we set the SSU Board Meetings for the Summer Semester to be bi-weekly on Monday at 5:00PM [EST], starting on June 13, 2022. This schedule will continue until the end of the Summer Semester. | | |
| Moved By: | Huu Luan Truong | Seconded By: | Sanjey Sureshkumar |
| Notes: | | | |
| <ul style="list-style-type: none"> • Saz notes that Sam emailed his preference: preferred days are Monday-Thursday, the evenings 6-7pm, not opposed to mornings. • The directors conclude that Mondays at 5:00PM is the best time for the summer semester, majority preferring bi-weekly. | | | |
| Motion Carries | | | |
| Votes: | For: 11 | Against: 0 | Abstain: 0 |


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| Agenda Item 17 | Professional Development & Board Project Ideation |
| Notes: | |
| <ul style="list-style-type: none"> • What the Board wants to do: training, projects with the Board, etc. • Kyle will be adding this to the agenda once a month. • Board's opportunity to choose what they want to do. • Jamie and Kyle have been talking about doing a retreat, for one- or two-nights doing workshops and team building. • Within reason, we can get things done. • Discussion: <ul style="list-style-type: none"> ○ Julia brings up the Advocacy Policies, speaking on a few policies and issues we have touched on. ○ If there is any projects or advocacy pieces you want done, or even training surrounding a certain topic. ○ Suggested to add this to the next Board Meeting, to give everyone time to generate ideas. ○ Interest in having the Board do emergency CPR training/basic first aid. ○ Possibly upstart Ultimate Frisbee club. ○ Chloe, SSU Clubs Manager, is looking into a way to look for interest for clubs, for the executive team to bring it forward but have the students take over. | |

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| Agenda Item 18 | New Business |
| Notes: | |
| <ul style="list-style-type: none"> • N/A | |

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| Agenda Item 19 | Adjournment | | |
| Motion: | I move that we adjourn the 323rd Meeting of the Board. | | |
| Moved By: | Catarina (Nguyen) Pham | Seconded By: | Om Patel |
| Notes: | | | |
| <ul style="list-style-type: none"> • N/A | | | |
| Motion Carries | | | |
| Votes: | For: | Against: | Abstain: |
| | 11 | 0 | 0 |
| Special Instructions/Interpretations: | | | |
| <ul style="list-style-type: none"> • Meeting is adjourned by Kyle Budge at 1:51 PM [EST]. | | | |

- Referenced Documents:**
- 322nd Board Meeting Minutes
 - 323rd Board Meeting Agenda
 - Board of Directors - Email Etiquette Training

Respectfully submitted by,


Sarah McKeon (Jul 11, 2022 18:38 EDT)

(Signature of Secretary of the Board)

Adopted by the SSU Board of Directors in the
meeting of

June 13, 2022

(Date of Meeting)

July 11, 2022

(Date of Amendments)


Shivang Shingala (Jul 11, 2022 19:36 EDT)

(Signature of Board Vice-Chairperson)