

## **June**

<b>Name:</b>	<b>Position:</b>	<b>Present:</b>
Kelly Patano	President	Yes
Chris Fernlund	VP of University Affairs	Yes
Brittney Forester	VP of Campus Life	Yes
Nick Ashmore	Chair	Yes
Julianne Kiraly	Recording Officer	Yes
Olivia Maroosis	Director of English	Yes
Lauren Huzar	Director of Women's Std.	Yes
Andrew Parish	Director of History	Yes
Said Turabi	Director of Business	Yes
Shawn Murphy	Director of Sociology	Yes
Geoff Laforge	Director of Psychology	Yes

### **Meeting Location**

Building: 55 Thornton Road South, Oshawa, Trent University  
Room: 126

### **Meeting Commencement**

Scheduled Start Time: **Monday, June 17<sup>th</sup>, 4PM**

Actual Start Time: 4:17PM

### **Agenda**

**I. Call to order**

4:17

**II. Approve June 17<sup>th</sup>, 2013 Meeting Minutes**

Moved: Shawn

Seconded: Andrew

All in favour

**III. Call for New Business**

Not called

**IV. Approval of the Agenda**

**V. Executive Update**

Kelly: Phone interview for Trent newspaper and approving the Trent strategic plan

Met with John for ACL, health benefits, marketing strategies, promotion, opt out, and mental health

Kelly and Brittney attended steering committee meetings to learn how to incorporate new students into the Oshawa campus and attended weekly meetings regarding June and September orientation

Attended Leadership committee meetings with Chris Nealen

Held interviews for operators for summer café, have made profit and expanded services

TOSA training envisioning day, conflict resolution and team building activities

Attended student services training day

Chris and Kelly met with Justin to discuss the possibility of adding ESL students into our ACL benefit plans, and having an ESL student as a board member

Attended spring thaw in May with incoming new students or students who have not accepted offers help socially integrate them into the campus

Chris and Kelly attended OUSA conference, with 9 difference executives to create policy papers, which will be suggested to the provincial government

Chris is a Primary executive on OUSA committee Kelly is part of general assembly

Attended town and gown meeting different reps from Oshawa committees stand in the meeting and met to talk about new ways on how to incorporate all aspects of Oshawa together, and any neighborhood problems have arisen.

Held Interviews to select Board Members

Met with Julianne and Nick to discuss their positions

BMO online banking and switching accounts, credit card, and new debit machine

Attended graduate dinner to hand out picture frames to graduates

New June orientation health and dental plan presentation preparation

Chris: OUSA steering committee monthly meetings in Toronto

2013 fiscal year and challenges universities are meeting

Purpose of getting a degree policy paper

Focus on updating TOSA bylaws

Senate Meetings

Website Development

Developing research with political affairs

New tuck shop ideas

Part of senate approving motions and campus wide

Health and benefit plans, transit, surveys, spring thaw

Advocate for students and approve for the student bodies

Explaining power within roles

Lobbying

Trent Oshawa Newspaper committee

TEDxTrentUniversity committee

Ignite Durham

iLab – expanding on business program

Interviews

Banking Information  
Leadership Committee  
Discussions with Justin on the future of ESL students

Brittney: Board of director clothing and quotes and companies  
Oshawa promotional video for orientation  
Attended Spring thaw  
Facebook, Twitter updates  
Steering committee meetings helping craig led one of the sessions, rehearsed skits and ice breakers  
Reaching out to clubs and vacancy in clubs  
Trent Oshawa dance pack  
Incoming club president meetings to go over expectations and what they can expect in September  
Looked after booking soccer, dodgeball and intermural nights at the civic  
Bulletin boards, peer mentoring and TOSA  
Club recruitment  
Promotional items for clubs (brochures)  
Change over signing authority and info on credit card  
Durham region transportation facility and listened to ceremonies and services to students, Route from U of T to Bowmanville on Highway 2  
Business with café hiring  
Board of directors and promoting positions and tours on campus

## **VI. Discussion**

### *TOSA Credit Card*

TOSA currently does not have a credit care and money when needs comes out of the pockets of the executives and then in order to get their money back they need to fill out reimbursement papers and wait for that money to come back into their pocket  
Needed for use on trips to Toronto and Collingwood  
Needed for use on the first clothing order which is around \$5000.00  
Executives max out their own credit cards and do not have money for own personal use  
Basically possibility for 2 cards, one for the office local visits and one to take on trips when booking hotels and money needed towards conferences is necessary  
Credit card will become an approval item and expect this as a motion soon  
If anyone completely disagrees let executives know

### *De-ratifying clubs*

Trent historical society was vacant all last year and was not ratified no one was running it or participating in this club

Andrew is running historical society this year

Is it suitable to de-ratify clubs in Brittneys' position?

TOSA club list: Newspaper club, Green supporters club and Trent runners and walkers club

Green supporters club will continue under facility supervision students may still participate in this club

Trent runners and walkers club, approached previous presidents and have received no feedback, club description is defined using the civic facility and bookings were due May 31<sup>st</sup> and now civic is out and there is a concern of winter months.

No president no facility no one is chatting and newspaper and green supporter club are not meeting club descriptions

### *Standing Committees*

Board members organizational review and student clubs and finance

Choose which board members to stand on which committee, some committees meet more than others

Hoping for board members to be part of min. 2 committees

On second last page of previous agenda are a list of clubs and final list from last year and don't worry about names, this is just to get you thinking about which committee you would like to stand on

Submit in order of preference rating from 1 being best to 5 least.

### *Bus Passes*

All full time students have access to bus passes

Thinking of purchasing passes for part time students

Possibility of purchasing bus passes for summer months

Want to gain an idea of if part time students are interested in this at all

Referendum few years back they chose not to have a bus pass with TOSA

Complaints regarding lack of summer bus passes

Extra 94 dollars on every ones tuition

Last year voted against it every summer student would be charged 94 dollars

Durham transit has vendors and durham UOIT sells passes to everyone, same with Trent TOSA thinking about extending to community

Follow suit to Durham UOIT due to enrollment

Pay same price as UOIT and Durham population which does not make sense has they have a significantly higher student population

### *Board of Directors emails*

All executives have changed emails and created email for the board of directors and students will be able to reach the board through those emails.

Most will most likely use student email for personal use

More advertisement for the board of directors

Step by step procedure will sent to board and accounts on how to set up our email

Forward address to trentu so you do not forget about that board of directors email

Required to check email within 72 hours

Brittney can set up forwarding and can connect it to your personal email for you

Please reply to Britt and let her know

Don't accept SPAM

### *Bulletin Board*

Bulletin board to be done for next Thursday

All sent bios and now needs pictures

Wants to steal you at your own convenience

Exaggeration position for pictures

Props can be bought for these pics

Wants a new and unique picture

Reach Britt by email for when and what you would like the picture to be

### *Team Building*

Every few months team building ideas with our board

Winter and April and then something this summer  
All new board trying to get to know each other  
What kinda of things would be good for this  
Wonderland, BBQ, Boat, Jet ski beach, Bowling, Movies, Dinner YUK YUKS, Hynotist

### *Sweaters*

Needs sizes for sweater purchases  
Email will be sent regarding colours and availability  
Majority will rule informal vote  
Standard hoody TOSA logo  
Board of directors will be on the back  
Just charge for each sweater  
If we want our position pay 10 dollars to TOSA and will embroider your position

## **VII. Upcoming Dates**

- a) June 27<sup>th</sup> 8am -12:30  
Summer academic kick off  
Need board members to help out with TOSA booth and interact with incoming students and questions about what we do and what we are responsible for.
- b) Training and run through day: June 26<sup>th</sup> 1230-3 Free pizza lunch and lunch on the day of.
- c) TOSA credit card write up motion and email it to everyone. Will have an online vote and then someone needs to move and approve, as well as second through email. Everyone needs to reply and majority will rule.

First person to read email will hopefully move to approve

Reply all when responding

## **Debrief**

Britt expectations for pics and sweaters

Move to Adjorn: Kelly

Second: Andrew

All in favour

Time end: 5:05

## **July**

<b>Name:</b>	<b>Position:</b>	<b>Present:</b>
Kelly Patano	President	Yes
Chris Fernlund	VP of University Affairs	Yes
Brittney Forester	VP of Campus Life	Yes
Nick Ashmore	Chair	Yes
Julianne Kiraly	Recording Officer	Yes
Olivia Maroosis	Director of English	Yes
Lauren Huzar	Director of Women's Std.	Yes
Andrew Parish	Director of History	No
Said Turabi	Director of Business	No
Shawn Murphy	Director of Sociology	No
Geoff Laforge	Director of Psychology	No

### **Meeting Location**

Building: 55 Thornton Road South, Oshawa, Trent University  
Room: 127

### **Meeting Commencement**

Scheduled Start Time: 10:00AM

Actual Start Time: 10:10AM

### **Agenda**

- I. Call to order**
  - 10:10AM
- II. Approve "Monday, June 17th" Meeting Minutes**
- III. Call for New Business**
  - NA
- IV. Approval of the Agenda**
  - Moved: Kelly
  - Seconded: Brittney
  - All in favour
- V. Executive Update**

#### **Kelly:**

- Resumed leadership committee meetings ways to get involved on campus
- Met a few times since last board meeting
- June orientation training session

- Steering committee meetings for orientation
- Setting up TOSA Health and Dental plan
- Clothing sales during orientation day
- Received assistance from Olivia and Julianne at the orientation
- Attempted to obtain new debit cards for bank accounts, however, the cards have been captured
- Later, Chris and Kelly went to the bank and obtained new cards
- Chris and Kelly went to Oshawa GO station to have photos taken with GO transit for promotional media
- Spent a great deal of time answering phone calls/emails about opt out updates and filing claims in Peterborough
- Was contacted by Trent alumni president to be a TOSA representative for special appeals committee
- Kelly will attend training session on Wednesday, July 24th
- Contacted by BMO representative to switch accounts
- Managed banking issue for order of cheques from last account
- Reordered new cheques
- Received quotation for debit and credit machines from Moneris
- Brainstormed team building ideas for board (yuk yuks) (bowling)
- Modified proposal for a tuck shop that is currently being used for religious affairs
- Attended staff and student BBQ

**Chris:**

- Attended Strategic Conference for OUSA in Collingwood
- Established Action Plan and Fall/Spring Dates for the GA's
- Assigned authorship and researchers for policy papers
- Chris has authorship for the Policy Paper International Students and Student Success
- After StratCon, Chris attended the second Steering Committee, which essentially was an overview and approval of the Strategic Conference.
- Chris and Justin Fisher, the manager of Student Affairs have been meeting regularly to expand Trent's involvement in the community and establish partnerships with community entities.
- Chris and Justin met with Todd Skinner to get Trent university on board with Ignite Durham to provide students with the opportunity to utilize internships
- They also met with Pramilla Ramdahani at the Community Innovation Lab (iLab) to discuss how Trent students can become more involved in social entrepreneurship
- Chris met with Lon Applyby to get Trent on board with the Global Class
- Chris has been working with Justin and Becky Hillyer, Operations Coordinator at OUSA to plan an OUSA Training Day at the Trent Oshawa campus
- Chris and Brittney have devoted a portion of their time attempting to figure out the website, unfortunately the website is not very user friendly



- Chris has also been conducting research on the idea of TOSA taking over the café and getting involved in the bidding
- A portion of time has also been devoted to going over the bylaws and policies
- Chris has also been attending the weekly leadership meetings

**Brittney:**

- Brittney has been working on planning and execution of the September Start-Up
- Brittney attended a DRT bus promo for the launching of the new Pulse Buses
- Brittney has also been attending the weekly leadership meetings
- The selection of clothing has consumed a portion of Brittney's time. She has been working with Kelly Vanleyden to help select the new clothing line
- Brittney has been spending a great deal of time working towards understanding how to operate the website
- Brittney has almost completed the board of directors page
- Brittney has been attending the communications and marketing meetings to discuss what is happening at the Trent Oshawa campus
- Brittney completed a bulletin board for the peer mentoring program
- Brittney participated in phone campaign for 2 – 3 hours, which phoned students and asked them about the June orientation
- Brittney has assisted Joshua Reyes with campus tours
- Brittney has been in contact with DJ promos about the June Orientation

**VI. Discussion**

- a) TOSA logo - Student should be moved to align with association and student beside each other
  - Modify for visual purposes
- b) Police checks
  - Everyone needs police checks and will get discounted volunteer rate
  - Can get max 4 copies
  - Wait till August meeting to hand them out
- c) Clothing orders
  - Require opinions and designing for clothing logos and what they look like
  - Got a lot of new stuff and different
  - Some pieces will be Trent Oshawa and just Trent
  - Clothing choices and decisions were voted on for colours and style
  - Kelly will send out documents and pictures and absent board members can put their input
- d) Bulletin pictures
  - 50% of board including all executives
  - Included in clothing email to come to see Brittney for pictures and group shots with sweaters

- e) Standing Committee Update
  - Reminder/info emailed everyone to send in preferences
  - Will receive more info later in the semester
  - Will fill in the rest of the board in September
- f) Proxy votes
  - Email preferences if you cant be here
  - Require votes for motions
  - 24 hours in advance
- g) Financial
  - Transaction history passed around
  - Deposit for café sales and clothing sales
  - Chris will manage tuck shop and will have 2 students running it
  - Hire two and then every year there is a work study program
  - Work 10 hours a week
- h) Gifts
  - Trent swag: sweaters, pens, and journals

### **Upcoming Dates:**

- a) Team building exercises
  - Kelly looking into Yuk Yuks
  - Comedy shows from Thursday to Saturday or Sunday
  - Recommend on Thursday date prices are lower Thursday cost efficient day
  - Group rate of ten dollars per person
  - Going out for dinner before hand at yuk yuks
  - Bowling leisure lanes
  - Bowling night on Saturday night rent a lane glow in the dark
- b) August meeting
  - Doodle will be sent out

## **VII. Approvals**

### **a) Acquiring Debit and Credit Machines**

*“To: Trent in Oshawa Student Association*

*From: President*

*Date: June 24, 2013*

*Re: Acquiring a Debit and Credit Machine*

*Be it resolved that: The Board of Directors approve of TOSA acquiring a machine for debit and credit transactions to service TOSA customers.*

*Whereas: TOSA currently does not offer debit and credit options for customers interested in purchasing used books and merchandise.*

*Whereas: The debit and credit machine would allow customers to utilize additional payment options when purchasing used books, and Trent Oshawa clothing and merchandise.*

*Whereas: TOSA hopes that with the additional payment options, more customers will be willing to invest in TOSA's services."*

Discussion:

Question: Lauren – is the fee per transaction for students or TOSA

Response: Chris – TOSA's fee

Moved for approval: Brittney

Seconded: Chris

All in favour

Absent board members approved via email

#### **b) Deratification of the Runners and Walkers Club**

*"To: Trent in Oshawa Student Association*

*From: Vice President of Campus Life*

*Date: Friday, July 19*

*Re: De-ratification of Trent Runners & Walkers (TRAW) Club*

*Be it resolved that: The 2013/2014 Board of Directors approve of the de-ratification of Trent Runners and Walkers Club.*

*Whereas: The Trent Runners & Walkers Club has not been fulfilling their responsibilities as a TOSA Club.*

*Whereas: The President and members of the Trent Runners & Walkers Club have neglected to respond to the VP of Campus Life's e-mails regarding the status of the club for the 2013/2014 year.*

*Whereas: The President of the Trent Runners & Walkers Club has transferred to the Peterborough campus and no member has stepped up to claim an Executive leadership role.*

*Whereas: The club initially intended to use the indoor Civic Recreational Complex facilities; however, bookings for the 2013/2014 year were due by May 31a vicinity to utilize."*

Moved to discuss: Brittney

Seconded: Kelly

All in favour

Brittney: Brittney reached out to previous president and no response. The previous club executives failed to submit an end of the year report and provide budget membership for the upcoming year. Brittney was later informed the president moved to Peterborough.

Moved for approval: Lauren  
Seconded: Olivia  
All in favour  
Absent Board Members: All in favour

**c) Deratification of the Green Supporters Club**

*“To: TOSA Board of Directors  
From: Vice President of Campus Life  
Date: Friday, July 19  
Re: De-ratification of Trent Oshawa Green Supporters (TOGS) Club  
Be it resolved that: The 2013/2014 Board of Directors approve of the de-ratification of Trent Oshawa Green Supporters.  
Whereas: The Trent Oshawa Green Supporters have not fulfilled the requirements to proceed as a TOSA Club.  
Whereas: The majority of the Trent Oshawa Green Supporters members are staff and faculty, including the 2012/2013 President.  
Whereas: The President of the Trent Oshawa Green Supporters has approached the Vice President Campus Life to resign as a TOSA Club & continue as a Trent University Oshawa group on campus.  
Whereas: The Trent Oshawa Green Supporters will now be funded by Trent University Oshawa and organized to meet its standards.”*

Moved to approve: Lauren  
Seconded: Olivia  
All in favour  
Absent Board Members: All in favour

**d) Deratification of the Trent Oshawa Newspaper Club**

*“To: Trent in Oshawa Student Association  
From: Vice President of Campus Life  
Date: Friday July 19th  
Re: De-ratification of Trent Oshawa Newspaper Club  
Be it resolved that: The 2013/2014 Board of Directors approve of the deratification of Trent Oshawa Newspaper Club.  
Whereas: The Trent Oshawa Newspaper Club has not been fulfilling their responsibilities as a TOSA Club.  
Whereas: The President of the Trent Oshawa Newspaper Club contacted VP Campus Life explaining the lack of participation of the other club members and difficulties committing to the role of President.*

*Whereas: The President of the Trent Oshawa Newspaper Club attempted to recruit students throughout the 2013 Winter term and received a lack of response; thus, the President made the decision to end the club.”*

Moved to discuss: Brittney

Seconded: Chris

All in favour

Brittney: The club had difficulty recruiting members and attempted to collect stories but could not meet their own goals and priorities. The club president approached Brittney and informed her they were unable to fulfill their obligations. Brittney suggested someone else carry it over but unfortunately no one was able to at the time being.

Chris: Chris has decided to explore whether the Trent Oshawa newspaper is a worthy venture for Trent Oshawa. He has put together a committee and has scheduled the first meeting for mid-September. Chris is hoping the newspaper will take off and become self-sustaining and run by faculty, staff, and students. Chris feels very strongly that Trent Oshawa should have one.

Moved for approval: Lauren

Seconded: Chris

All in favour

Absent Board Members: All in favour

**e) Purchasing TOSA credit cards**

*“To: Trent in Oshawa Student Association*

*From: President*

*Date: June 24, 2013*

*Re: Purchasing TOSA Credit Cards*

*Be it resolved that: The Board of Directors approve of TOSA obtaining its own credit cards for business transactions.*

*Whereas: TOSA will purchase two Cashback Mastercards for Business under the Bank of Montreal; one for office use and one for out-of office and travel expenses.*

*Whereas: TOSA will use either of the credit cards for purchases including clothing orders, office supplies and equipment, and hotel and transportation costs.*

*Whereas: The TOSA executives will no longer have to make transactions using their personal credit cards and be reimbursed for said transactions.”*

Moved to Discussion: Kelly

Seconded: Brittney

All in favour

Kelly: The purpose of the TOSA credit card is to simplify transactions for larger type purchases. We would be obtaining two cards with a 5000 limit for all credit purchases. Chris has devised a policy outlining the use of the TOSA credit card, that will be presented to the board next month. A draft of the policy will be sent to the board one week in advanced.

Moved to approve: Lauren

Seconded: Brittney

All in favour

Absent Board Members: All in favour

**f) Request for week extension of full-time hours**

*“To: TOSA Board of Directors*

*From: Vice President of Campus Life & Vice President of University Affairs*

*Date: Friday, July 19*

*Re: Request for week extension of full-time hours*

*Be it resolved that: The 2013/2014 Board of Directors approve of the TOSA Vice Presidents working full-time (35) hours for the first week of September 2013.*

*Whereas: The TOSA Vice Presidents’ position contracts outline part-time (20) hours beginning in September.*

*Whereas: September 3<sup>rd</sup> and 4<sup>th</sup> is our Trent Oshawa September Fall Start-Up event and TOSA greatly contributes to the execution of this event.*

*Whereas: The Vice Presidents in year’s prior accumulated an excessive amount of banked hours during the week; thus, beginning the academic year immediately with a large sum of earned lieu time.”*

Moved to Discuss: Brittney

Seconded: Kelly

All in favour

Brittney: Come September Brittney and Chris are reduced to part time hours and do not get paid for over time overs and receive banked hours. The previous VP of Campus Life started off the year with 20 hours banked time.

Moved to Approve: Lauren

Seconded: Olivia

Chris and Brittney abstain

All in favour

Absent Board Members: All in favour

Move to Adjourn: Kelly

Seconded: Brittney  
All in favour

Adjourn time 11:32AM

## **August**

Meeting Minutes

*August 14<sup>th</sup> 2013*

Meeting Time: 1pm

Call to Order: 1:06pm

Present:

Geoff

Shawn

Andrew

Said

Olivia

Lauren

Brittney

Kelly

Chris

Kelly V

Regrets:

Julianne

Nicholas

Minutes approval

Moved: Chris

Seconded: Andrew

All in favour

No new business

Agenda approval

Kelly moved to change the agenda date

Andrew seconded Brittney

All in favour

Kelly Executive update:

- Training in Peterborough for Special Appeals committee
- Meeting with Justin Fisher and the executive team and a food services representative about running the Food services on campus in Fall of 2014 - still an ongoing talk
- Submitted a tuckshop proposal to Justin Fisher
- Youth Forum in Ajax about general issues student face and another meeting planned later in the year
- Looking into the team building plans and decided on YukYuks
- Finalized switching bank accounts and accounts have been switched and opened
- Meeting with Aramark to discuss food transition into the fall - new menu item and a coffee deal
- Conference call with TCSA and their benefit providers to discuss the issues

Brittney Executive update:

- Been busy working on the September Orientations and all planning and budgeting
- Went around the Durham region to drop off Fundraising/Donation forms
- Contacting many different providers that will be participating in the Fall Orientation plans - Civic Recreation, Nebs Fun World, Transit, etc
- Sent out email blast to all incoming students with the Peer Mentoring Coordinator welcoming the students and answering questions
- Working on the new bulletin boards
- Speaking with representatives from Trent's athletics for our annual Soccer Tournament

Chris Executive update:

- Met with OUSA to discuss the plans for the Student Success policy paper - currently in process
- Organizing OUSA research and training day happening on Oshawa campus in September
- Working with ilab to create opportunities for students to work in practicums
- Walksafe research - exploring ideas of an app or an emergency/panic button around campus - the app is a bit expensive and research is still being done on this topic
- TedX meeting last week about a January event

## **APPROVALS**



- a. Moved: Brittney      Seconded: Chris  
- Brittney explains how the word is incorrect and means something different  
Approved: Lauren Seconded: Shawn  
All in favour
- b. Moved: Brittney      Seconded: Chris  
- Brittney explains how the date seems confusing and would be better if specified  
Approved: Lauren      Seconded: Olivia  
All in favour
- c. Moved: Shawn                      Seconded: Brittney  
- Brittney explains how she was part of the SCC last year, found that it was very hard for all clubs to submit at the current date  
- Chris asked if it would be better to have it the second week as many students are disorganized at the beginning of the semester  
- Brittney explained how she discussed with Sam Rogers and that some clubs were able to submit on time and that pushing the date back even further would result in receiving two club reports around the same time  
Moved: Lauren                      Seconded: Chris  
All in favour
- d. Moved: Brittney      Seconded: Lauren  
- Brittney explained how the roles have changed and it now a responsibility of the Admin Coordinator to produce the reports  
Moved: Olivia              Seconded: Chris  
All in favour
- e. Moved: Brittney      Seconded: Geoff  
- Brittney explained how this part of the policy needed to be changed to be consistent with the rest of the new changes  
- Brittney also explain how the personal phone numbers are unnecessary information and should only be provided to the chair  
Moved: Shawn                      Seconded: Andrew  
All in favour
- f. Moved: Brittney      Seconded: Said

- Brittney explained how there was a misunderstanding last year about extra funding
- Want the policy to be more clear
- Pushing back the date for all clubs to have equal opportunity to apply

Moved: Lauren                      Seconded: Said

All in favour

**g.** Moved: Brittney              Seconded: Geoff

- Brittney explained how there is a misspelled word

Moved: Olivia                      Seconded: Andrew

All in favour

**h.** Moved: Andrew              Seconded: Chris

- Chris explained how there is no policy currently in place

Ammended: Brittney      Seconded: Said

**i.** Moved: Brittney              Seconded: Said

- Kelly V explained the breakdown of the budget

Moved: Kelly                      Seconded: Chris

## **Information/Discussion**

**a.** Walksafe

- Chris explained the need for some form of Walksafe program on campus
- Brittney talked about the idea of hiring a student however the idea of a volunteer who is able to do their homework and work at the same time, we would provide dinner
- The app and button are very expensive
- Chris will be looking into more apps that might be cheaper
- Lauren agrees that the volunteer idea would be more cost effective

**b.** Team building

- Thursday August 22 or Thursday August 29
- Dinner then the show - all meet at the school for carpooling
- Decision will be on Aug 29

- c. Community Innovation Lab (iLab)
  - Getting Trent Oshawa involved in the community
- d. Orientation

## Updates

### a. Tuck shop

- Do we really need one?
- Students really want it
- Location is ideal for students near the café
- Professional looking once we get all of the supplies out of room 122

### b. Upcoming Dates

- September 3/4 and Training August 30 10am-1pm
- University Fair - September 27/28/29
- OUSA Training Day - September 27
- Intramurals - Mondays and Wednesdays 5-6pm

Move to adjourn

Moved: Shawn

Seconded: Brittney

All in favour

2:56pm

## September

<b>Name:</b>	<b>Position:</b>	<b>Present:</b>
Kelly Patano	President	Yes
Chris Fernlund	VP of University Affairs	Yes
Brittney Forester	VP of Campus Life	Yes

Nick Ashmore	Chair	No
Julianne Kiraly	Recording Officer	No
Olivia Maroosis	Director of English	Yes
Lauren Huzar	Director of Women's Std.	Yes
Andrew Parish	Director of History	Yes
Said Turabi	Director of Business	Yes
Shawn Murphy	Director of Sociology	Yes
Geoff Laforge	Director of Psychology	Yes
Kelly Vanleyden	Staff (acting chair)	Yes

### **Meeting Location**

Building: 55 Thornton Road South, Oshawa, Trent University  
Room: 127

### **Meeting Commencement**

Scheduled Start Time: 13:00  
Actual Start Time: 13:06

### **Agenda**

- 1. Call to order**
  - 13:06
- 2. Approve "August 14<sup>th</sup>, 2013" Meeting Minutes**
  - Moved: Chris
  - Seconded: Andrew
  - All in favour
- 3. Call for New Business**
  - NA
- 4. Approval of the Agenda**
  - Moved: Kelly
  - Seconded: Brittney
  - All in favour
- 5. Executive Update**

#### **Kelly:**

- Training in Peterborough for Special Appeals committee
- Meeting with Justin Fisher and the executive team and a food services representative (Mark Murdoch) about running the Food services on campus in Fall of 2014 - still an ongoing discussion
- Submitted a tuckshop proposal to Justin Fisher

- Youth Forum in Ajax about general issues student face and another meeting planned later in the year
- Looking into the team building plans and decided on Yuk Yuks located in Ajax
- Finalized switching bank accounts and accounts have been switched and opened
- Meeting with Aramark to discuss food transition into the fall - new menu item and a coffee deal
- Conference call with TCSA and their benefit providers to discuss the issues

**Chris:**

- Met with the director of research at OUSA to discuss the plans for the Student Success policy paper currently in process
- Organizing OUSA research and training day happening on Oshawa campus in September
- Working with the Community Innovation Lab (iLab) to create opportunities for students to work in practicums, internships, capstone projects, etc
- Walksafe research - exploring ideas of an app or an emergency/panic button around campus - the app is a bit expensive and research is still being conducted on this topic
- TEDxTrentUniversity meeting last week about a January event
- Leadership meetings
- By-laws
- Food services meeting with Mark Murdoch
- Conference call to pass a motion for OUSA Training Day

**Brittney:**

- Been busy working on the September Orientations and all planning and budgeting
- Went around the Durham region to drop off Fundraising/Donation forms
- Contacting many different providers that will be participating in the Fall Orientation plans - Civic Recreation, Nebs Fun World, Transit, etc
- Sent out email blast to all incoming students with the Peer Mentoring Coordinator welcoming the students and answering questions
- Working on the new bulletin boards
- Speaking with representatives from Trent's athletics for our annual Soccer Tournament

**6. Discussion**

**a. Walksafe**

- Chris explained the need for some form of Walksafe program on campus
  - Brittney talked about the idea of hiring a student however the idea of a volunteer who is able to do their homework and work at the same time, we would provide dinner
  - The app and button are very expensive
  - Chris will be looking into more apps that might be cheaper
  - Lauren agrees that the volunteer idea would be more cost effective
- b. Team building**
- Thursday August 22 or Thursday August 29
  - Dinner then the show - all meet at the school for carpooling
  - Decision will be on Aug 29
- c. Community Innovation Lab (iLab)**
- Getting Trent Oshawa involved in the community
- d. Orientation**
- Dates, information

**Upcoming Dates:**

- September 3/4 and Training August 30 10am-1pm
- University Fair - September 27/28/29
- OUSA Training Day - September 27
- Intramurals - Mondays and Wednesdays 5-6pm

**7. Approvals**

- a) Club Policy Alteration - OP #1d (Student Clubs Committee)
- Explanation: Brittney explains how the word is incorrect and means something different

Moved for approval: Brittney  
 Seconded: Chris

All in favour

Absent Board Members: All in favour

b) Club Policy Alteration - OP #1e (New Clubs and Groups)

Moved to discuss: Brittney

Seconded: Kelly

All in favour

- Brittney explains how the date seems confusing and would be better if specified

Moved for approval: Brittney

Seconded: Chris

All in favour

Absent Board Members: All in favour

c) Club Policy Alteration - OP #1e (New Clubs and Groups), Number 12

- Brittney explains how she was part of the SCC last year, found that it was very hard for all clubs to submit at the current date
- Chris asked if it would be better to have it the second week as many students are disorganized at the beginning of the semester
- Brittney explained how she discussed with Sam Rogers and that some clubs were able to submit on time and that pushing the date back even further would result in receiving two club reports around the same time

Moved for Approval: Lauren

Seconded: Chris

All in favour

Absent Board Members: All in favour

d) Club Policy Alteration - OP #1g (Club and Group Benefits), item c

- Brittney explained how the roles have changed and it now a responsibility of the Admin Coordinator to produce the reports

Moved for Approval: Olivia

Seconded: Chris

All in favour

Absent Board Members: All in favour

e) Club Policy Alteration - OP #1h (Club Responsibilities), item k

- Brittney explained how this part of the policy needed to be changed to be consistent with the rest of the new changes
- Brittney also explain how the personal phone numbers are unnecessary information and should only be provided to the chair

Moved to approve: Shawn

Seconded: Andrew

All in favour

Absent Board Members: All in favour

f) Club Policy Alteration - OP #1j (Funding for Student Clubs)

- Brittney explained how there was a misunderstanding last year about extra funding
- Want the policy to be more clear
- Pushing back the date for all clubs to have equal opportunity to apply

Moved to Approve: Lauren

Seconded: Said

All in favour

Absent Board Members: All in favour

g) Club Policy Correction - OP #1m (Club Insurance and Risk Management

- Brittney explained how there is a misspelled word

Moved to Approve: Brittney

Seconded: Geoff

All in favour

**Updates:**

**a. Tuck shop**

- Do we really need one?
- Students really want it
- Location is ideal for students near the café



- Professional looking once we get all of the supplies out of room 122

Move to Adjourn: Shawn  
Seconded: Brittney  
All in favour  
Adjourn time 2:56PM

## **October**

Board Meeting Friday October 22<sup>nd</sup>, 2013

Attending,  
Brittney  
Chris Fernlund  
Said  
Shawn  
Nick  
Olivia  
Geoff  
Julianne  
Nicole  
Kelly Patano  
Tyler  
Alex

Absentee:  
Lauren, Alexander

### **I. Call to Order**

Start time: 2:08 pm

### **II. Approve meeting minutes**

First: Brittney  
Second: Shawn  
All in favour

### **III. Call to new business**

- Brittney:
- Upcoming dates item u subway super series November 21<sup>st</sup>
  - Item E) Santa Clause Parade November 16<sup>th</sup> 6 pm

### **IV. Approval of agenda**

First Kelly  
Second brit  
All in favour

## **V. Executive update**

Kelly

- Ontario university fair end of September
- Some students who were asking specifically about trent Oshawa
- Shawn met with chair of sociology to discuss certain concerns from students
- Sociology club on growing process
- Continued with leadership meetings to work out different program with different events Tosa and institutions
- Brief meeting about sept orientation and feedback received mostly positive and just been discussing preliminary thoughts and get volunteers early in January and then smaller training over the summer and then academic boot camp in September as well
- Presidents office hours more courses transit concerns good turn out half a dozen students that came by
- Met with rep for selecting a new president in future years, qualities for potential candidates
- Stress busting days 20 % sale on all clothing from sales
- Employees have extended hours throughout the week
- Transit meeting with Justin fisher and discuss feedback from previous forums
- Connecting with other student associations
- Meeting with Justin and Valerie to discuss fall preview for prospective students

Brit

- Transit feedback forum with Justin and one faculty member to discuss personal experiences pertaining to transit
- Leadership meetings
- Cocurricular record beyond meetings
- Provide an insight regarding future president
- Santa claus parade to be involved with Katie community outreach
- Marketing meetings talking about TOSA is there anything we need marketing for
- Stress busting Leaf game showing free pizza last week on Tuesday night, gave away a ton of pizza, Draw for gift card, two bake sales TOCO and also did whos that baby, Trent Women's Support Group bake sale, club events, psychology association grad and info session set up bookings, general meetings Trent womens support and history and TOPO ski and snow board has done recruitment and bowling club,
- Free yoga and green tea party
- Athletics and payment methods with civic rep efforts and provided feedback on orientation invoicing and when we are going to be paying funding payment meeting
- Mental health awareness week activities turn out was low and ideas for moving forward

- Movie screening and guest speaker
- Email server and discussing with clubs and email system

Chris

- Senate meeting governing body of University decision
- Leadership meetings
- TED EX initiation in January
- Research for student success Policy papers done for OUSA
- OUSA training day for MPP in Oshawa
- Steering committee meeting
- Bylaws policy analysis meetings
- Joe Muldoon for internships
- Joe and Angus duff post graduate diploma program
- Transit feedback meeting
- Ontario university fair attending on Sunday
- Sociology chair discussion
- President selection
- Assisted with Psychology Association Event

## **VI. Presentation Rylan Kinnon Powerpoint Presentation: Overview and Priorities**

Chris moves to take a break 3:01 All approve

Meeting resumes 3:20

Kelly declares Conflict of interest for matching grant

## **VII. Approvals**

c) Definitions

Chris hopes to approve

First Shawn

Second Brit

All in favour

No discussion

d) Internal Affairs/University Affairs

Brit Move to approve

Chris second

All in favour

No discussion

e) Membership and Fees

Britt move to discuss

- Chris: 23.00 we pay 28.00

- Britt: question for 2009 2010. Was it actually 28.00 dollars?

- Shouldn't it read per credit in 2009 should be 2010-2011
- Chris 3.2 student services levy tosa does not deal with this credit
- Any sort of amendant needs to be brought up by referendum
- Approved at AGM to be more representative
- Doesn't amount to inflation 5% increase
- Needs to be approved by AGM

Move to approve: Chris

Second: Said

All in favour

#### f) Board of Directors

Move to approve: Chris

Second: Kelly

- Completely removed ESL
- Would like to add in first year director and business director
- Alex is tuck shop operator as well
- Duty of board we appointed who chair person is
- To be to the executive committee the board to appoint positions
- Any vacant position executives have conducted interviews
- Brit: clarification item 5.5.4 removing no director should be employed
- Add in no director or executive should be employed by corporation
- Kelly add more context
- Basically with by laws haven't been updated and it reflects newer practices
- We don't have a first year or business admin and have been approved at previous board meetings and AGM
- Board members should take on an employee role if they would like to do so
- Elections what happened last year former vice president stepped down in middle of fall semester and the time line for formal election would be to constraining and interview process generates more of an interest and elections in the winter
- Interviews in addition for elections
- Add brits point will have to work out another motion for next board meeting

Move to approve: Brittney

Second: Chris

All in favour

#### g) Termination from Office

Move to discuss: Chris

- Grammatical sentence
- Admission of a signed letter to the president
- 2.1 where a director or executive has found to have

Move to approve: Chris

Second: Said  
All in favour

H)Meetings  
Move to discuss: Chris  
Second: Kelly

- We have been doing a monthly basis through Doodle

Move to approve: Chris  
Second: Shawn  
All in favour

I)Financial Management  
Move to discuss: Chris  
Second: Kelly

- Deals with budget wants to reflect that
- Brit doesn't have access to be signing officer which would like to change that

Move to approve chris  
Second Olivia  
All in favour

j) Referenda and Petitions

Move to discuss: Chris  
Second: Brittney

- Same committee would deal with elections
- Wants to fall into the board of directors if student wants to do petition obligation to board
- Board members running for position would not be on elections committee
- Elections committee for referendums and elections should not be conflict of interests in board members
- Basically elections committee at beginning of winter semester to see whos running for board members or executives
- Elections committee will only be active for limited amount of time

Move to approve: Chris  
Second: Brittney  
All in favour

k) Amendment and Enactment of By-Laws

Move to approve: Chris

Second: Brittney  
All in favour

#### L) Deratification of TC3

Move to discuss: Brittney

Second: Chris

- Last year's vp campus life was monitoring clubs and president of TC3 wanted to put her role of president on hold vacant position and 3 executives and new president 2 executives at the time were willing to co president
- club training sporadically last year girls who took over were uncomfortable to requirements
- Britt didn't have club membership list reached out and didn't think they could handle with the position
- Never heard back from them and still have not
- Unfortunate technically missed recruitments efforts and club training and club membership submission
- Last year reached out to anthropology professor and its not pertaining to subject
- Struggle history of people filling vacancies and then neglected
- Doesn't know of much interest
- She wants to step down so its not her obligation

Move to approve chris

Second shawn

All in favour

#### m) TESSO Supplementary Funding

Move to Discuss: Brittney

Second: Chris

- 3 opportunities supplementary funding an opportunity to receive 500 dollars
- Approached by Justin fisher and Sarah Humphries. Brittney didn't think it was a fit as there are other subjects
- TOTA denied and TESSO accepted
- Selling tickets at 5 dollars
- Original budget 5 dollars was to ticket sales
- Want to donate all of the 5 dollars of ticket sales to Oshawa little theatre
- \$290 to subsidize the rest of and the 250 was put to the rest of this and they have no longer have any money for the rest of the year

Move to approve: Chris

Second: Tyler

All in favour

n) TOCO Matching Grant

Kelly declares conflict of interest

Move to Discuss: Brittney

Second: Kelly

- Matching grant up to 250 dollars in matched funding TOSA will match if approved prior to their efforts
- Members pay portion and then reduce using this 80 dollars
- Approved by SCC currently in the works need more than 80 dollars to be more than 50/50
- Move forth with us vote on 80 dollars and then they can apply for more later
- If we said lets not vote at all and scrap then wait to apply for additional funding then their out
- At this point moving forward would like to get 80 now and then see if approval is extended at a later date
- Geoff fundraisers are currently on hold
- TOCO constantly doing fundraisers are not proceeding for fundraisers going to go to participants pocket

Move to approve: Shawn

Second: Olivia

All in favour

IIX.

a) AGM

- First one near the end of October or November for the fall to present to students general admission
- Second meeting January
- We need to start planning now need to provide membership with date three weeks in advance need to book event a month in advance
- Mandatory for board members to attend the meeting

b) Walksafe Update

- Recruitment for walk safe has been difficult in years past unable to have certain representatives for certain time slots
- Wasn't an interest at all last year
- Currently has 5 students
- Approached to do classroom visits and to fill some vacancies
- Start with volunteers we have then have openings on other days or just wait till complete set number of volunteers darker outside and wants to know the better idea moving forward
- Midterm conflicts with classroom visits
- Proceed with 5 volunteers and then recruit more

- Post something on facebook group for new students
- Brittney posted on the page and for recruitment for I scream for ice cream do it without any other advertisements
- Any new ideas proceed with Kelly or chris

c) Standing Committee: Finance

- Meeting to be planned to update the budget we currently have and then present to board in November or December meeting will send out doodle for a meeting

d) OUSA Campus Visit

- Rylan is coming twice there will be a table set up and the home office will be here
- Looking for meetings and need volunteers for table at a certain time
- November 14th?

e)BOD Email Accounts

- Access to 20 accounts
- Clubs need 3 executives and they can all share in for unified
- If we want to proceed executives and clubs and then board
- Personal accounts more utilized
- More important for clubs
- We don't need them
- Kind of a pain
- No one against

X. Updates

f) Finances

- Cost and indicator for every cheque for September orientation and used books and insurance payment
- Kelly further clarification
- Tuck shop employees paid on availability

XI. Upcoming Dates

o) haunted house 29<sup>th</sup> created floor plan and what we would like to happen  
 students and faculty talking if we are going to do it again  
 need people to volunteer 10 am – no set end time  
 until 5?  
 Nicole after 2 will help Olivia till 2  
 Alexander will be there all day  
 Tyler all day

p) Stress Busting

- Don't need volunteers for therapy dogs again going to do 20% sale board members get 15% off all year



- Deep breathe campaign part 2 I scream for ice cream is continuing
- Doesn't apply during stress busting days

q) Breast Cancer Awareness

- Breast cancer 3-6 next Wednesday dance pak will be dancing at event will be doing pink hair extensions and pink nails and bake sale and raffle baskets

r) AGM

- Most likely during the end of November on Tuesday 26<sup>th</sup> at 5 pm class conflict but mandatory, 2 club members to represent

s) Fall Preview:

- November 16<sup>th</sup> 12- 4 fall open house for prospective students if we can volunteer to help with Tyler and peer mentoring in conducting tours and TOSA area with board members and clubs representing relative areas to be aware of will be training session Friday and Thursday before open house

t) OUSA Campus Visit:

- Will be in contact for volunteers

u) Super Series

- Received tickets for game
- Canada versus Russia junior hockey game block of 50 tickets any student can buy x number of tickets will be going at reduce cost sold it to TOSA for 20 dollars and will be selling for 10-15 will be 10 dollars off. Will be sold through Tuck shop and will be taking place on a Thursday evening

v) Santa Clause Parade

- Meeting with kate community rep will be proceeding with participating in santa clause parade this year trent van from Peterborough Tosa Christmas lights speakers ride in the back to play music students walking handing out candy typical parade people looking for 20 people free trent Oshawa tuque for people who are walking trent dance pack to do some sort of dance. Starts at 6 line ups at 430. Won't go late is a Saturday night.
- November 16<sup>th</sup>

w) Fundraiser at night at some point for proceeds going to Movember

- if we are doing it on campus we are going to start on the Monday of November
- submit pictures to TOSA page and then 1<sup>st</sup> clean 15<sup>th</sup> day and then last day
- entices people to interact with TOSA and
- watch for emails

**Meeting adjourned**

First: Brittney  
Second: Olivia  
End Time: 4:31 pm

**November**

**Meeting Location:** Room 110

**Approval:** Draft

**Recorded by:** Julianne Kiraly

**Attendance:**

<b>Members:</b> Kelly Patano President Brittney Forester VP Campus Life Chris Fernlund VP University Affairs Nick Ashmore Chair Julianne Kiraly Recording Officer Shawn Murphy Sociology Alexandra Bursey History Tyler Podlowski Cultural Studies Alexandra Mirowski Anthropology Olivia Maroosis English Literature Lauren Huzar Women’s Studies	<b>Regrets:</b> Said Turabi Business Administration  <b>Absent:</b> Geoff Laforge Psychology Nicole Taylor First Year	<b>Guests:</b> N/A
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**Meeting Location**

**Building:** Trent Oshawa Thornton Road Campus

**Room:** 110

**Meeting Scribe:** Julianne Kiraly

**I. Call to order**

- 10:13am

## **II. Approve the October 22<sup>nd</sup> 2013 Meeting Minutes**

**Moved:** Brittney

**Seconded:** Shawn

**All in favour**

## **III. Call for New Business**

Not called

## **IV. Approval of the Agenda**

- Remove TOCO Matching Grant and TESSO Supplementary Funding from Agenda as they were approved during the last meeting.

**Moved:** Brittney

**Seconded:** Kelly

**All in favour**

## **V. Declaration of Conflict of Interest**

Tyler – Ratification of TOBO

## **VI. Executive Update**

**Kelly**

- Considering health insurance company switch from ACL
- C&C Insurance: 80% prescription coverage; 100% general prescriptions; can deliver prescriptions to campus; waiting for input from other students; can still opt out and opt in family members
- Stress busting days after reading week and Tuck Shop sale: most clearance items are gone
- Attended Fall General Assembly at Western to make amendments and policy paper approvals
- Sat on Student Initiative Fund Committee to approve clubs that had applied for extra funding: TOCO - fashion show and Ski and Board Club for transportation costs
- Attended Alumni Awards ceremony in Peterborough - met with president of TCSA and discussed transportation and health plan – TCSA Executives are meeting with TOSA next week
- Fall Preview: TOSA had an open door policy and tour guides gave campus tours; talk about roles and answered general questions; also gave a speech
- Santa Claus parade right afterwards: great way to promote our campus

- WalkSafe is up and running – some Trent U Card glitches
- Meeting with Bank Account Manager to discuss credit card options and charges from writing more cheques than our current limit allowed
- Has been distributing opt out cheques to students – a few issues concerning where to opt-out occurred: Promoted the opt out really well this year through pamphlets, emails, social media, but 12 students opted out of Peterborough plans accidentally; was able to get opt out cheques for them but issues around time
- Continuing with Leadership Meetings with Staff : making sure there are no major conflicts
- Held Finance Committee Meeting: Looked at budget changes that we have or will be experiencing (summer café extending hours and hiring 3 staff; grants to graduated and current students for 2014 year)

\*moved to Information/Discussion due to both Vice Presidents temporarily stepping out\*

### **Information/Discussion**

#### 1) AGM

- AGM: next Thursday, November 28<sup>th</sup>, at 5pm
- Mandatory for Board Members: all encouraged to attend
- 2 club executives also required to attend the meeting
- Require 20 students in order to make approvals for the general membership
- Sort of like Board Meetings: Focus on approval items - main items surrounding finance and fees (student levies)
- Purpose of AGM is to be accountable to and receive input from students

#### 2) Walksafe Update

- Currently have eight volunteers needed for program
- Still need to promote program more and generate some walks and keep it going steady
- Looking for a couple more volunteers to fill in for a volunteer if one can't make a shift
- happy its running and its started
- using funds we receive to use towards a self-defense class next semester

### 3) Policy Researchers

- Chris is writing a paper next semester concerning of international students; making sure they are accounted for and illustrating barriers they face and ways to overcome said barriers
- Looking for board members interested in helping with the research
- Will be a time commitment, but will have an extended amount of time to do it as well over the winter semester

### 4) TOSA Composite Photos

- Historically, TOSA has pictures of Board Member taken for composite
- Executives will book a time that works for most people to have our photos taken
- Ideally would like to see all Board Members on our composite

\*Move back to Executive Update as Vice Presidents return\*

### **Chris**

- Also attended Fall General Assembly at Western for Ontario Undergraduate Student Alliance (OUSA) along with other delegates to approve policy papers
- Attended Senate meeting in Peterborough
- Sat on Student Initiative Fund Committee with Kelly, Chris Nelan and Justin Fisher
- Involved with OUSA Campus visit on November 14<sup>th</sup> – various meetings and open forums for students
- Held TedX auditions: One audition took place so far; three other students interested in hosting event.

### **Brittney**

- TedX: Attended meetings and audition process
- Oversaw one week of Stress Busting activities and TOSA haunted house
- Next Week: Trent Oshawa French Association - Crepe day; Photo Booth for Movember
- Meeting with Head of Trent Oshawa Joe Muldoon concerning Soccer Tournament in January

- Created Movember participant profiles and advertisements; arranged collection funds online and in office; hope to raise \$2000+ including \$270 from TOSA Hockey Game Sales (+ donations from photo booth will go to Movember team)
- Volleyball tournament this weekend - proceeds to go towards Movember fundraising
- Pub night - planned for November 30th at Junction (resulting from a recent partnership with them); students will be given line by pass by showing Trent Student ID; free cover for following events; all proceeds for Saturday's event going to Movember fundraising.
- Attended and assisted with Fall Preview
- Attended Santa Claus parade: assisted with prep with Kate Ingram (Community + Government Relations) and Amber Ashton (Administrative Coordinator for Trent Oshawa); recruited participants; ordered tuques
- Held a Student Clubs Committee meeting
- Attended Leadership Meetings and helping to plan with January Orientation for Transfer students
- Meeting with Chris N over the year to sort out leadership planning and other items of interest.
- On popcorn duty last week for "Our Man in Tehran" film screening

## **VII.Approvals**

### **a. Dance Pak Matching Grant**

**Moved:** Brittney

**Seconded:** Kelly

#### **Discussion:**

- Dance Pak wish to conduct fundraising and have TOSA match their efforts in order to get clothing for their members
- Any club approvals first go through the Student Clubs Committee (SCC) before going to the board – matching grant was approved there.
- There were some argument over not knowing how much exactly TOSA would contribute, however, the purpose of the matching grant is for clubs to raise funds to avoid making decisions based on fundraising efforts
- TOSA will match the fundraising up to \$250.
- Clubs must apply two weeks in advance, which the Dance Pak followed.
- There are 15 club members, with 12 sweaters being ordered, with the total cost being under \$700.

**Approval:**

**Moved:** Brittney

**Seconded:** Tyler

**Nine in favour, one opposed**

Said proxy vote

**b. Dance Pak Special Event Funding**

**Moved:** Brittney

**Seconded:** Chris

**Discussion:**

- Instead of competing like in past years, the Dance Pak plans on running classes open to all students and assisting other clubs with events (ex. Breast Cancer Awareness Day for Women's support group)
- Funding will go to booking a room at the Civic Centre for a class to be held in the next couple of weeks.
- Have requested \$150 for the room booking and to have a professional instructor

**Approval:**

**Moved:** Lauren

**Seconded:** Tyler

**All in favour**

Said proxy vote

**c. Ski and Snowboard Special Event Funding**

**Moved:** Brittney

**Seconded:** Kelly

**Discussion:**

- Concerning the Ski and Snowboard Club's request for \$3000 for transportation to Blue Mountain and additional costs
- Only motion SCC was undecided on; barely approved there
- Some concerns were how many students would be attending, and the possibility of other students outside of Trent Oshawa attending. Conducting a poll was brought up as a way of generating numbers.
- In addition to this funding request, this club has requested supplementary funding for three additional trips and has been granted additional funding through the institution for other travel expenses and lodging.
- The request in question concerns renting a bus for the entire weekend; was the cheapest quote they received.
- Have not yet advertised event – attendance could be lower than anticipated as a result.
- The cost is a lot to subsidize for; and while TOSA should be accommodating, to what extent should we be accommodating for a single club?

**Approval:**

Nobody moved to approve motion.

Brittney moved to deny motion as is and discuss an alternative amount with the club to be brought back to the SCC and the Board.

**Seconded:** Olivia

One abstention

**All in favour**

Said proxy vote

d. Ski and Board Club Supplementary Funding

**Moved:** Brittney

**Seconded:** Kelly

**Discussion:**



- Ski and Board Club has formally requested \$500 to used towards covering costs for its members – was also brought to the Board last year where it was approved.
- Has demonstrated the individual cost per member with the \$500 supplemented
- Funding goes to the 3 excursions for the year; gets reduced off of each individual cost
- Some individuals pay for equipment or lessons; funding would most likely go towards these costs or towards lift tickets for other members
- Can only receive up to \$500 and clubs can only apply for this funding once each year.
- Remaining individuals costs will come out of their own pockets
- The breakdown seems accurate, assuming that they will be covering their own transportation for these trips (separate from trip club requested special event funding for)

**Approval:**

**Moved:** Brittney

**Seconded:** Shawn

**Ten in favour, one opposed**

Said proxy vote

**e. Ski and Board Club Matching Grant**

**Moved:** Brittney

**Seconded:** Shawn

**Discussion:**

- This funding will be specifically used towards clothing for club members.
- Sent the application two weeks in advance of their Road Hockey tournament fundraiser.
- Will match funds raised up to \$250; but will encourage the club to take part in fundraising more frequently

- TOSA will ask that the club provides a quote before moving forward with the purchase.

**Approval:**

**Moved:** Tyler

**Seconded:** Brittney

**Ten in favour, one opposed**

Said proxy vote

f. Trent Oshawa Theater Association (TOTA) Special Event Funding

**Moved:** Brittney

**Seconded:** Shawn

**Discussion:**

- Funding for TOTA to hold another performance on campus: asked for \$500
- Ran two plays in the previous year and made a profit of \$34 dollars: began 2013/2014 year with \$284.
- Rights to the play cost \$260
- Will conduct fundraising before using this funding if approved; will use their budget of \$284 first.
- Note: the \$250 allotted to clubs each year does not carry over until the next year; only fundraising efforts carry over.
- Has not conducted much fundraising in the past, however does not request too much funding.
- Funding will be used for play's rights set and prop design and ticket production.
- Play will be open to public and students, elderly and children will receive tickets at a reduced rate.

**Approval:**

**Moved:** Tyler

**Seconded:** Lauren

**All in favour**

Said proxy vote

**g. Ratification of the Trent Oshawa Bowling Club (TOBO)**

Moved: Brittney

Seconded: Kelly

**Discussion:**

- Have helped two organize public events, compliments of Leisure Lanes.
- All fundraising they will conduct will go to a free bowl, subsidizing costs for students
- Have met the requirements for starting a club, with more than five members

**Approval:**

Moved: Chris

Seconded: Lauren

One abstention

**All in favour**

Said proxy vote

**h. Obtaining a Corporate Credit Card**

Moved: Chris

Seconded: Kelly

**Discussion:**

- Because of the switch from small business accounts to commercial accounts, acquiring corporate credit cards is our only option if TOSA was to get credit cards for business transactions
- TOSA wants to obtain cards to conduct transactions without the executives having to be reimbursed: cards will be used towards office supplies, online transactions and for conferences and other external expenses.

- Thought about having four cards with each executive's name on one card, but would create some complications with transitioning between executives.
- TOSA would ensure that all transactions are business related and will not be allotted for personal use; Board will be able to review statements monthly and receipts will still be kept.
- Cost would be \$30/card each year with 21 grace days allowed after billing. There is also a one-time application fee of \$300; do not plan on receiving AirMiles or any other additions.

**Approval:**

**Moved:** Chris

**Seconded:** Shawn

**All in favour**

Said proxy vote

- i. Obtaining QuickBooks 2014

**Moved:** Kelly

**Seconded:** Brittney

**Discussion:**

- Currently have QuickBooks 2010, which requires us conduct some actions manually.
- By obtaining the most recent QuickBooks program, TOSA would be able to conduct a lot more financial business electronically.
- Costs between \$500 and \$600, however, TOSA has a line in their budget for office .supplies, which TOSA hasn't spent a whole lot on this year.
- QuickBooks would also allow timely payment of payroll remittance fees.

**Approval:**

**Moved:** Lauren

**Seconded:** Shawn

**All in favour**

Said proxy vote

**\*Moving Back to Information/Discussion\***

#### 5) Executive Holiday Pay

- In the past, Executives have used banked hours left over from the Fall Semester towards the winter holidays to have the holidays off, however, this is a subject that is debated each year, so TOSA wants to establish a policy surrounding holiday pay.
- TOSA has discussed having one week of vacation paid, and the second week of vacation unpaid.
- Campus is closed for the majority of the break, so it is difficult to a full week of work out of the office.
- If TOSA executives are not paid at all, they are not responsible for responding to any emails or conducting any work over the break.
- An idea was brought forward to have holiday pay deducted from regular pay throughout the year, but it may be too late for that this year.
- Having one week of paid vacation would allow executives to begin planning for the winter semester and answer emails immediately rather than waiting to receive them all at once with the start of the winter semester.
- Allows TOSA to receive a bit of a break, but TOSA remains responsible for following up on emails or immediate concerns throughout the break.
- Will be approved during the December Board Meeting.

## 6) TOSA Grants

- TOSA has budgeted for 2 grants of \$500 to be given to two students at the end of the school year.
- However, through the recommendation of the Finance Committee, the budget now allows for 4 grants worth \$500 each to be given to four students.
- TOSA is undecided about which students should be eligible for each of the four grants; executives have discussed a nomination process and whether potential recipients are allowed to self-nominate.
- Discussed giving grants to one student in each university year, but this becomes complicated with part-time students and students who remain enrolled after four years.
- Could also administer grants based on credits rather than years of study.
- Can consider grants based on financial need.
- 
- Thinking that many will go to students with outstanding participation in Leadership initiatives (Clubs, events, etc.)
- Plan to give one grant to a graduating student and three to returning students.
- Board members are encouraged to visit executives outside of meetings to nominate in order to avoid potential conflicts if multiple board members are nominated.
- Still have a rough idea about potential recipients and the selection process.
- Can consider all Trent Oshawa involvement (clubs, peer mentoring, etc.)

## 7) Executive Eligibility

- Currently, all students running for TOSA's executive positions require a minimum grade average of 60%
- TOSA is proposing to make the minimum grade average higher in order to ensure that serious students obtain these roles as all of TOSA's executives

are also students and are required to set a positive example for other students.

- It's a touchy subject as grades are not an accurate representation of ability in TOSA roles.
- Believe that 75% is too high – this is the prerequisite for Academic Mentors who conduct study groups for students on campus.
- Agreed that the minimum grade average should be raised; will be brought to a future board meeting as an approval item.

#### 8) Teambuilding

- TOSA wants to have a teambuilding event take place in Niagara Falls next month in accordance with holiday events taking place there.
- December 20<sup>th</sup> was the date of choice for all those present during the meeting; the date is right after exams but right before the break.
- Set December 20<sup>th</sup> as a tentative date: Kelly will confirm the date through email.

### **VIII.Updates**

#### a) Financial Update

- Majority of the cheques issued are for wages for Executives and Tuck Shop Employees
- A big increase in fees resulted from collecting this year's student levies (Walksafe, Membership Fee, Athletics, UPASS and Health Benefits).
- Some cheques were used towards reimbursement for Stress-Busting and Halloween activities.
- Paid the Civic Centre and the City of Oshawa for Intramurals and Athletics memberships.

#### b) Tuck Shop Update

- As discussed with the Finance Committee, TOSA hasn't sold enough of our clothing to warrant a reorder of some of the items that are out of stock.
- In order to boost sales, TOSA plans on arranging items according to size rather than type of clothing article so that interested students may find alternate options.
- In the future, have discussed purchasing mittens and scarves to be sold in the shop, but have not confirmed as of yet.

### **IX. Upcoming Dates**

- a) AGM – Thursday, November 28<sup>th</sup>, 2013 at 5pm in Room 103
- b) Stress-Busting: November 25<sup>th</sup>-29<sup>th</sup>

### **X. Adjournment**

**Moved:** Chris

**Seconded:** Tyler

**All in favour**

Meeting adjourned at 11:58am

### **December**

Friday, December 20<sup>th</sup>, 2013

Agenda

1. Call to Order
2. Approve Meeting Minutes for November 22<sup>nd</sup> from 10AM – 12PM
3. Call for New Business
4. Approval of the Agenda
5. Declaration of Conflict of Interest
6. Executive Update
7. Approvals:
  - a) Operating Policy OP#6A: EXECUTIVE DIRECTOR PLAN
  - b) Eligibility Contract Adjustment
8. Information/Discussion
  - a. UPASS Increase
  - b. Visioning Suggestions



## 9. Updates

- a. Financial Update
- b. TuckShop Update

## 10. Upcoming Dates

- a) January Orientation: January 6<sup>th</sup>, 4:30PM-6:30PM
- b) Recruitment Week: TBA
- c) TEDxTrentUniversity: January 18<sup>th</sup>, 10:00AM-4:00PM

## **January**

**January 31, 2014**

### **I. Call to Order**

- 10:06

Attendance:

Shawn

Tyler

Nick

Chris

Kelly

Britney

Alexandra

Julianne

Geoff

### **II New Business:**

Chris:

- Add black history event to upcoming events

Britt

- Add item d)Trent Women's Support Group request for funding

- Add to Info and Discussion: semi-formal caterer

### **III. Approval of Agenda**

Move to approve: Brittney

Second: Chris

All in favour

### **IV. Executive Updates**

Kelly:

- Co-curricular task force meeting -curricular record and policy to make any changes
- Meet every couple months
- Employable skills
- Contact finance department in Peterborough for Health Benefit plan
- Decision to include George Brown College in benefits plan
- Health Benefits for George Brown students will be brought to a Spring Referendum
- Opt out for January
- January orientation
- Hired a work-study for a winter semester: 1st year student Kylie
- Student experience and walk safe
- Share info about upcoming elections
- Updated job descriptions for TOSA: volunteers and staff
- Programming committee for events on campus
- Winter grad photos on the 7th
- Semi-formal in March
- Planning for March Openhouse
- TOSA recruit Durham Region Transit, ACL and Civic representatives
- Ancillary Fees Committee meetings
- Student services fee and convocation fees
- Review financial statements for the previous year

Britt:

- January
- TOPA career fair at end of March and beginning of April
- Rahalyea and Cassandra dealing with alcoholic beverages
- Trent Women's Support Group
- Susanne approved posters
- Matching grant
- Connecting her with Josh for academic support side of the event
- TOCO will sell popcorn at the TEDX event

- TEDX event programming meetings
- Connecting with Chris Nelan ahead of time to ensure higher attendance
- Trained work-study, Kylie
- Working on semi-formal with Kelly Vanleyden
- Reviewing final drafts fro catering quotes
- Decided on theme
- Designing tickets
- Looking into larger scale decorations
- Looking at DJ quotes
- Working with Lindsey on charity fashion show
- Working with elections committee to tell them about their roles and expectations
- Worked with Kelly Vanleyden on updating everything for elections committee
- Planned dodgeball event at Civic

Chris:

- Spearheaded TEDX, which was successful
- Attended Senate meetings twice a month in Peterborough
- Student initiative meeting
- OUSA campus round table February 12th
- Lobby Steering Committee working on advocating policies
- Writing OUSA International Students policy paper in Toronto
- Attended ancillary fees meetings

## **V. Approvals**

A)Elections Timeline:

Move to approve: Brittney  
 Second: Shawn  
 All in favour

B)Revisions to job descriptions:

Move to approve: Kelly  
 Second: Brittney

- No major changes, just flushing out specific roles
- Planning on making Clubs Coordinator position
- President will take role of managing tuck shop
- President is responsible for hiring staff as she is full-time for the whole year
- VPs in charge of elections committee
- VP UA in charge of Walksafe
- VP UA in charge of Membership Issues and Services Committee

- Administrative coordinator manages the summer café
- Question whether any executive position should be part time and if they are able to get bus pass (only offered to full-time students)
- Student affairs removed bus pass from all the positions
- Clubs are time consuming
- Events can move at your own pace
- VP CL has to deal with institution held events
- \*Split VP CL into VP CL and VP CC
- \*VP UA to collect Board Meeting materials and handle website

Move to Approve: Tyler

Second: Brittney

All in favour

#### C) Club staff and position of clubs

Move to discuss: Kelly

Second: Brittney

- effective to have someone to focus solely on clubs
- position would run for a 14 month term
- It is easier to train new clubs than transition existing ones
- Position within TOSA
- CL role would include: assisting and attending events and CC would deal with clubs, while potentially having a voting seat on the Board of Directors

First: Brittney

Second: Chris

All in favour

#### D) Trent Women's Support Group matching grant

Move to discuss: Brittney

Second: Kelly

- Proposal must be revised
- If approved, we will match up to \$250 for every dollar that they make
- Profits passed will be external
- TOSA funding must go to planning, setting up and things directly related to the event, not charity

Approved: Brittney  
Second: Shawn  
All in favour

## **VI. Information and Discussion**

### a) Clothing sales

- Popular
- Whether to have more than one sale for this semester
- Have one in the middle of semester?
- Have one sale on just the smaller token items (lanyards, water bottles, hats)
- Tuck shop open during the march preview/events

### b) Team building

- Possibly doing board meeting on reading week (March 12)

### c) Semi-formal caterer

- JUBES has done it for the past three years
- Pelican, Farm and Wild Local foods or Aramark are also options
- Conference services provide beverages
- Considered a department but we do not have a license
- Farm and Wild will only sell wine and beer but we can negotiate having liquor
- Pelican charges are expensive but serve liquor
- Aramark will serve dinner and buffet desert
- Pelican offers two plate options
- Farm and Wild cannot do a sit down dinner
- Main ultimatum being Pelican or ARAMARK?
- Pelican's liquor license fully covers us

## **VII. Financial Updates**

### A) Ancillary fees

- Board observes Justin's Financial update portfolio
- Total budget is \$200,000
- Fees committee vote
- Faculty salaries are left blank in the budget
- Take money away from the non-salary expenses, such as supplies and travel
- Increase budget for orientation
- Increase wellness program
- Expand to do more things like smoking and alcohol awareness

- Consider an events assistant position
- Photography position on campus student honorary
- Career counseling and resume/cover letter critiques
- Career fairs
- Just the cost of annual step-ups for employees is \$800.00
- Increase due to CPI
- Adding more part time staff at TOSA
- December leading into January there were no huge expenses in Tuck shop and employee pay

#### B) Tuck shop update

- Four employees in the first semester and 3 in the winter semester because business is slower then
- Most people that would be making purchases have already bought their clothing and books
- Tuck shop will not be open some weeks
- Should be open during the March preview
- There should be an increase in hours at the end of the year for a sale

### **IIIX. Upcoming dates**

#### A) March Preview

- An open house event
- Introduce prospective students to Trent Oshawa on March 15th
- Will need volunteers to arrive by noon and the event runs from 1-4 pm
- We will need volunteers for set up, cleaning and giving tours

#### B) Don Tapscott

- Kate Ingram will be helping
- Event on February 11th at 7:30
- Chancellor of university will be in attendance
- The event is free

#### C) Black History event

- Contact Josh for volunteering as they are much needed
- There is a call for students able to run an academic booth on Black History related topics

#### D) OUSA Day:

- An on campus round table will be held on February 12th
- Volunteers and attendees are needed

**IX.** Move to adjourn: Kelly

Second: Brittney

All in favour

Time of adjournment: 11:16 am

## **February**

*Friday, February 28th, 2014*

2:00PM - 4:00PM

Room 110

Agenda

1. Call to Order
2. Call for New Business
3. Approval of the Agenda
4. Approval of the Minutes
5. Executive Update
6. Approvals:
  - a) By-Law Correction - By-Law No. XIII Elections
  - b) By-Law Correction - By-Law No. XIV Referenda and Petitions
7. Information/Discussion
  - a. Referendum
  - b. Semi-Formal Update
  - c. Elections Update
  - d. TOSA Intern
  - e. PiHED
  - f. BMO Partnership
  - g. Team Building
8. Updates
  - a. Financial Update
  - b. TuckShop Update
9. Upcoming Dates

- a) Black History Month: Saturday, March 1st (12PM - 6PM)
- b) Semi-Formal: Friday, March 7<sup>th</sup> (6PM - 12AM)

**March**

N/A (Online Meeting. No minutes)

**April**

Meeting Date: April 21<sup>st</sup>, 2014

Meeting Location: Room 110

Approval: Draft

Recorded by: Kelly Patano

Attendance:

<b>Name</b>	<b>Position</b>	<b>Present</b>
Kelly Patano	President	Yes
Brittney Forester	Vice President Campus Life	Yes
Chris Fernlund	Vice President University Affairs	Yes
Shawn Murphy	Sociology	Yes
Said Turabi	Business Administration	Yes
Alexandra Bursey	History	Yes
Alexandra Mirowski	Anthropology	No
Geoff Laforge	Psychology	No
Tyler Podlowski	Cultural Studies	No
Lauren Huzar	Women's Studies	Yes
Olivia Maroosis	English Literature	Yes
Nicole Taylor	First Year	No
Nicholas Ashmore	Chair Person	Yes

Julianne Kiraly

Recording Officer

Regrets

Meeting Location

Building: Trent Oshawa Thornton Road Campus

Room: 110



Meeting Start

Schedule Start: 9:00am

Actual Start: 9:17am

Meeting Scribe: Kelly Patano

I. Call to Order

9:17am

II. Call for New Business

Policy Poster: Question raised over whether it should be an approval or discussion item:

- Policy presented; if approved, approving it as is without amendments, on the condition that it remains in compliance with the institution
- Initially thought to be an approval item, but a decision was made to check its language with the University first.
- Vote to move policy to discussion item f.

Moved: Brittney

Seconded: Chris

All in favour

III. Approval of the Agenda

Moved: Brittney

Seconded: Said

All in favour

#### IV. Executive Update

##### Kelly

- Attended CCR Taskforce Meetings
- Assisted with March Preview
- Attended Orientation/Programming Meetings
- Met with TCSA
- Attended Board of Governors lunch
- Oversaw UPASS Referendum
- Attended DRT Service Meetings with Justin Fisher, UOIT , Durham College and DRT representatives
- Helping with Spring Applicant Reception planning
- Organized winter grad photo sessions
- Addressed time concerns of Oshawa Library during Library Subcommittee Meeting
- Organized and Chaired Spring AGM
- Beginning to accept Summer Café applications

##### Chris

- Attended OUSA General Assembly; International Students Policy Paper approved
- Attended OUSA Partners in Higher Education dinner
- Attending OUSA Steering Committee Meetings
- Updating Bylaws
- Posting meeting materials on website
- Attended Ancillary Fees meeting to discuss Student Services budget
- Attended AGM

Brittney

- Supported Trent Oshawa Psychology Association with Career Gala
- Attending/planning during Orientation meetings
- Attending weekly Programming Committee meetings
- Assisting with executive transitions for student clubs
- Producing training manuals for Campus Life and Clubs Coordinator positions
- Organizing final Junction Night for students
- Producing a thread for clubs and future SCC meetings

## V. Approvals

### a. Bylaw XIII.8 – Electoral Disputes

Moved: Brittney

Seconded: Chris

Discussion:

- Concerning the addition of a policy in case a dispute should arise during the election period and includes possibility of forming an appeal committee
- Concerns addressed over who would fill possible appeals committee – should it require greater specification?
- Idea to send a mass email to students to allow for an equal opportunity for all
- The Board will be approached to decide whether to form an appeals committee; a case by case basis
- Is it wrong to limit who will be on the committee?/ Should we have a jury instead?
- Do not want to force/limit students: appeals committee can keep all interested members and all will have the opportunity to vote. In the event that there is a lack of response, the Appeals committee chair will have the deciding vote.

Vote to amend to include above changes.

Moved: Chris

Seconded: Shawn

All in favour

Approval:

Moved: Chris

Seconded: Said

All in favour

**b. Referenda/Petitions Bylaw**

Moved: Chris

Seconded: Brittney

Discussion:

- Concerning a change in process over where complaints against the board should go to.
- Initially a complaint against the Board was supposed to be brought to the Board, this change would allow specific complaints about the Board to be brought to the TOSA Executives instead.

Approval:

Moved: Brittney

Seconded: Shawn

All in favour

c. Adding a Program Director of Social Work

Moved: Chris

Seconded: Brittney

Discussion:

- Concerning adding this Board position within TOSA to reflect the addition of this program

Approval:

Moved: Brittney

Seconded: Olivia

All in favour

d. Adding a Program Director of Human Resource Management

Moved: Chris

Seconded: Brittney

Discussion:

- Concerns adding this Board position to reflect the addition of this Graduate program.
- Students in this program will still be paying TOSA levies, so they are entitled to a Board position

Approval:

Moved: Chris

Seconded: Brittney

All in favour

## VI. Information/Discussion

### a. Tasks for Incoming Executives

Major tasks include but are not limited to:

- Hiring the Clubs Coordinator
- Working out hours and Inventory for Tuck Shop
- Forming a new Board of Directors
- Applying Bylaw Changes in hard and electronic copies
- Deratification of clubs that are not fulfilling a number of requirements
- Producing student agendas
- Changing Campus Life position: stating that they are the main point of contact for TOSA concerning Orientations, but not in charge of event.
- Instilling regular updates to TOSA website

### b. Future Board Positions:

- Could have more than one representative from certain programs, depending on the proportion of students in the program, to better represent students of these disciplines – More of a future task
- Directors based on school year: more difficult to distinguish as some do not fit neatly into one year.
- More necessary for First Year as new students have undeclared majors and do not have the opportunity to run in the elections
- Reminder: Board members have the opportunity to run in elections – the executives only conduct interviews for vacant spots

### c. Recommendations Moving Forward:

- Discussion already highlighted in item a.

d. General Discussion

- An opportunity for any additional discussion – no other items discussed

e. Team Building

- Lunch reservation for 11am today; the Board decided to go bowling afterwards

VII. Updates

a. Financial Update

- Update was circulated: consisted mostly of semi-formal costs and membership levies (Athletics/UPASS)
- No questions raised

b. Tuck Shop Update:

- Highlighted successful Spring Clothing Sale to make room for newer items and to include sales in same fiscal year
- Tuck Shop will be open for two weeks for first summer semester and one week for second semester
- Will look for employees in August

c. Referendum Updates

- Mention of 70% approval of UPASS increase from full-time students
- This levy will now change to an ancillary fee managed by the Student Affairs budget as a result of DRT's lack of willingness to form a formal contract with TOSA.

Adjournment:

10:29am

Moved: Brittney

Seconded: Said

All in favour