



2014/2015 TRENT IN
OSHAWA STUDENT
ASSOCIATION BOARD OF
DIRECTOR MEETING
MINUTES

Table of Contents

June 16, 2014.....	3
August 21, 2014 Agenda	14
September 9, 2014 Agenda.....	19
October 7, 2014 Agenda	23
November 14, 2014 Agenda	30
December 17, 2014 Agenda.....	39
January 23, 2015 Agenda.....	40
March 16, 2015 Agenda	45
April 24, 2014 Agenda.....	55

June 16, 2014

1:00pm

Room 126

• **Call to order at 1:37pm**

• **Call for New Business**

o Blake – TOSA event student representative in each class to announce TOSA events and announcements.

• **Approval of the Agenda**

o Melissa moved

o Olivia seconds

• **Declaration of Conflict of Interest**

• **Executive Update**

o Kelly and Olivia:

- **1)** Programming meetings (Kelly, Olivia & Shawn)
 - **2)** 50th Anniversary Committee (Kelly)
 - **3)** Town & Gown meeting (Kelly)
 - **4)** Orientations Meetings (Kelly & Olivia)
 - **5)** Meeting with the civic (Kelly, Olivia, Shawn)
 - **6)** Visit Peterborough Campus & TCSA (Trent Central Student Association) (Kelly, Olivia, & Shawn)
 - **7)** Booked the intramural times and dates for the year (Olivia)
 - **8)** Involved with the hiring for the Summer Café and the Board of Directors (Olivia, Shawn, & Kelly)
 - **9)** Started working on the new student Agendas (Olivia, Kelly, & Shawn)
 - **10)** Attended the graduation dinner (Kelly & Olivia)
 - **11)** Spring Applicant Reception (Olivia & Kelly)
 - **12)** Attended Trent Oshawa Convocation in Peterborough (Kelly, Olivia, & Shawn)
 - **13)** Club matters: collecting report & getting executives (Olivia)
 - **14)** Early planning of a Staff Student Baseball Game (Olivia)
- o Shawn

- Dealing with OUSA for elections training
- Attended OUSA Transition Conference
- Get Out and Vote campaign
- Set up information booths with Elections Ontario
- Wrote multiple blogs for OUSA
- Was interviewed for U of T's The Varsity and Oshawa this Week
- Researched College University transfer universality
- Administrative transparency
- Coordinated meetings with politicians for greeting and advocacy Purposes

- **Approvals:**

- o Motion to approve Policy Paper
 - Shawn Moves to discuss
 - Kelly seconds
 - Revision of poster policy from last year (2013)
 - Shawn Moves to approve
 - Hubert seconds
 - All in favour
- o Motion to increase Athletics Levy
 - Kelly moves to discuss
 - Olivia seconds
 - Athletic levy charge increases as contract is within final year – this increase in Athletics Levy charge is outlined within the contract with the City of Oshawa
 - Motion is pre-approved
 - Shawn moved to approve
 - Nick seconds
 - All in favour

- **Information/Discussion:**

- o Grad Photo Contracts
 - The contract with Lasman studios is within final year
 - Other studios have approached TOSA with interest
 - Interviews will be held for all interested studios – each studio given a fair chance
 - Prospective studios include Paramount studios and Life Touch

studios

o Standing Committees

- Executive committee
- Student Clubs committee
- Student memberships and services
- Finance committee
- Organizational review and development
- All board members are to be part of one standing committee

o Clubs Update (TESSO and Dance Pak)

- Both TESSO and Dance Pak have been longstanding clubs at Trent Oshawa
- There are currently not enough executives for these clubs (they have either graduated or do not have enough members willing to be executives)
- Dance Pak definitely needs 1-2 executives depending on the other members willingness to continue (definitely needs a primary executive)
- TESSO requires all 3 executives - and probably more members in general to remain active as a lot of their members have graduated
- If anyone here is interested in being an executive for one of these clubs contact me (vpcampuslife@tosa.ca) / if you know anyone who may be interested in these clubs you can direct them to me, as I would like to see them continue.

o Team building

- Ideas:
 - Kelly- Blue Jay game
 - Dinner and Bowling
 - Dinner and Movie
 - Canada's Wonderland
 - Tree Top Trekking
 - Hubert – Go Carting
 - Blake – Paintball
 - Nick – Yuck Yuck's
 - Hubert – Class Act and Second City
 - Blake – Stratford – Shakespeare play
 - Nick – Laser tag
- Alex- what are the dates for these proposed events?

- Kelly- before the end of the summer.
- Nick – against events that would take up the whole day, better to do something that would be an evening or half day.
- Kelly – easier for everyone’s schedule’s if there was an event in both July and August
- o Potential Plans
 - Blake- have a student in each class broadcast TOSA events and announcements
 - Nick – consider this mainly within first year classes
 - Kelly- it would be good for directors to talk with the representing students about what they think about school events and if they had any suggestions.
- o TOSA Staff Update
 - Kelly – in addition to executives – Kelly V. responsible for finances, marketing, summer café, duties per/bases, 3rd. year event coordinator
 - Kelly- create a Clubs Event Coordinator – job posting in August
 - 14 month contract changed to 12 months
 - Option open for external applicants
- o Bylaw Clarification
 - Shawn – bylaws must be in accordance of the Not For Profit aAct.
 - Package of bylaws for next meeting
 - Members go through and review bylaws for next meeting, if there are any suggestions or updates
- o Food Services Update
 - Kelly- there will be new service provider coming in September
 - Money allocated toward any renovations or improvements/ modification for incoming services
 - TOSA wants students to be employees, prices must be as low as possible and must have a large variety of services, must have someone there to accommodate evening classes
 - Nick- when are these renovations happening?
 - Kelly- in August
- o Provost Issues
 - Shawn – current provost and current academics for Trent University is stepping down and taking over as Special Advisor which opens the issue of transparency in upper administrative jobs

and whether the funds are being fairly allocated

- Top executives can create new jobs and ease someone off their current job by using students tuition
- Meanwhile, many faculties are not being funded adequately on our campus
- How can we stop this?
 - o Trent Central Student Association discussing this issue at their board meeting
 - o Student Charter Rights – we are able to conduct peaceful assembly and public assembly as long as it doesn't put anyone in harm
 - o Provost meeting
 - Blake – have a Trent student newspaper who post articles and talking to professors
 - Shawn – many professors and library staff members are highly likely against this issue as well
 - Nick – main issue is the Special Advisor is getting paid a lot of money and professors are being let go because we cannot afford to keep them here.
 - Shawn –there are no funding for courses (for example: lack of tenured professors in Sociology)
 - Shawn- advocate for more transparency with the Special Advisor role and higher administrative jobs altogether
 - Olivia – A school that belongs to OUSA doesn't deal with things by picketing – we don't want to attack someone, attack the issue
 - Shawn- this issue is an example of a greater issue, it's not the individual that is being attacked
 - Shawn- encourage others to send emails to the president that this isn't fair. The president will then get a clear idea that this isn't a good idea. Problem solving and coming to a mutual agreement rather than picketing. The issue could be a loss cause because the issue has already been announced to the public.

- **Updates:**

- o Financial Updates

- Kelly- payments for staff or last minute club submissions

- Upcoming Dates:

- o June Orientation: June 22

- First major orientation for new students

- Main objective is to register students in their courses

- New students will attend workshops

- o Sign up for courses

- o TOSA announcements

- o Chip Truck: June 20, 11:00am – 2:30pm

- This Wednesday and Friday

- Stress buster for summer students !

Melissa moved to adjourn

Nick seconds

Meeting adjourned at 2:44pm

July 31, 2014

9:00 am

Room 126

- **Call to order: 9:14**

- **Call for New Business**

- **Approval of the Agenda**
 - o Moved- Shawn
 - o Second- Nick

- Declaration of Conflict of Interest

- **Executive Update**
 - o Kelly:
 - Olivia and Kelly continued the planning of orientation
 - Food services committee – food service vendor has been decided upon
 - Contacting the bank about getting a new ATM machine
 - Started hiring for new TOSA jobs:
 - Intramurals coordinator
 - Tuck shop
 - Clubs coordinator
 - Contacting civic center to arrange yoga classes
 - Meeting with John Whales, Fisher and Hailey Wright about the campus book store
 - Addressing the problems with ordering enough books
 - To improve service
 - Kelly V and Kelly attended the health and wellness conference
 - Finalizing student agendas
 - Kelly V and Kelly working on the audit
 - Met with mayor John Henry
 - Introductions
 - Talked about what he could do to benefit students
 - Mayor is planning on attending orientation with opening remarks
 - o Shawn:

- Hosted tour with Jennifer French
- Discussed transit and transportation
- Discussed jobs
- Wrote newspaper on the stigma of satellite campuses
- Reached out to the new president of Trent
- Touched on topics expressed in the newspaper
- Student committee meeting with OUSA
- Advocating and strategizing for better course selection
- Attended OUSA Stratcon
- Writing 2 policy papers
- Health policy
- LGBTQ policy paper
- Planning environmental sustainability solutions – Green initiatives
- Accessibility on campus – what can be improved
- Monthly health initiatives – texting while driving campaign
- Paper for OUSA
- Radio interview with CBC radio about paying out own way
- Started planning for OUSA visit and training day
- o Olivia:
 - Orientation meetings
 - Work with Chris Nelan and programming for the first orientation day
 - Order form for orientation t-shirts
 - Hiring for TOSA jobs
 - Clothing orders and agendas
 - Food services meeting
 - Meeting with Joe talking about what has been going on in the office
 - Working with clubs
- **Approvals**
 - o Motion to approve June's Minutes
 - Kelly moved to approve
 - Shawn seconds
 - Motion to De-ratify the Trent Muslim Student Community
 - o Kelly moved to discuss
 - o Olivia seconds

- o No executive list or member continuation list
- o Club “non-existent” for the past year
- o Nick moved to approve
- o Blake seconds
- o All in favour
- Motion to De-ratify the Trent Oshawa Art Club
- o Olivia moved to discuss
- o Nick seconds
- o Lauren helped them to set up an event but the club didn’t not take the help that was granted
- o No gatherings and nothing done with the club
- o Nick moved to approve
- o All in favour

- **Information/Discussion:**

- o Green Initiatives
 - Shawn: Solar panels added to the school – sell back for a profit as well benefiting the school
 - Car pooling area in the parking lot
 - Bike paths to UOIT – campus connect
 - Better compost system for the school
 - Nick suggested and enviro science program
 - Kelly - sustainable agriculture class starting this semester
 - Kristen- promoting local farmers markets
 - Olivia- food services asked to use locally grown foods and/or organic food
 - Shawn- cross promotions with the farmers markets
- o Standing Committees
 - Sign up for standing committees
 - Email to be sent out
 - Confirmation of members in August
- o Orientation
 - Olivia: Volunteers needed for the first day (Tuesday, September 2nd from 10-7:30 and the second day Wednesday, September 3rd from 9:30-4)
 - First day would include team building skills, fair, dodge ball event, clubs fair

o Team Building

- Kelly: Blue Jays game
- Late August or early September
- New TOSA members start August 25th so they can attend the game as well

o TOSA Staff Update

- Kelly: Interviews for the clubs coordinator position are this week (July 31st), hoping to select someone today and starting the position on Tuesday August 5th
- Hiring for 2 tuck shop positions, 1 intramural coordinator. Both positions posted live on August 11th until the 18th of August. Positions start on August 25th.
- Office assistant position postponed until September so that new students have the opportunity to apply.
- Kelly V has been offered a job with recruitment. Looking for someone to fill her position and take on her responsibilities. Need someone quick. Thinking about putting her position on hold for the year and create a financial assistant (30hr/week). Starting the week of the 11th or the 18th. Posting posted yesterday (July 30th)

o OUSA Policy Papers

- Shawn: writing two policy papers for OUSA
- Writing one before the fall AGM, submitting the Health policy paper in October. Co-authorship with someone from McMaster
- Second paper written before the April AGM. Policy paper on LGBTQ rights which is not touched on in any policy

o OUSA Campus Visit

- Shawn: OUSA has to come to each campus to promote themselves, get to know each school culture and how certain issues can be addressed on each campus, and the campus' priorities
- Coming on September 8th – will be at the board meeting
- There will be a booth in the front atrium about OUSA
- There will be a sit down discussion about research on upcoming papers

o OUSA Training Day

- Shawn: volunteer training day where students will learn how to do campus coordination or volunteer in research.
- Hosting campus for the training day on September 30th

- o Grad Studio Presentations

- Kelly: Both studios emailed and both away on holiday
- Must choose an August meeting date so studios can present
- Looking for grad studios for the 2015/2016 year

- o Lockers

- Kelly- TOSA talked about purchasing lockers for students to rent
- Finance standing committee talking about this
- Can be possibly implemented in the fall by fall reading week
- Dave is going to supply TOSA with a locker supplier
- Student services wanted 200 lockers
- May start out with a limited amount and have a day rental for lockers
- Blake- Concerned about the placement of lockers.
- Kelly – In the small alcoves in the walls

- **Updates:**

- o Financial Update

- Kelly- Payroll, pay for TOSA, OUSA conference, summer student café payroll
- Deposits made from the summer café

- **Upcoming Dates:**

- o Orientation: September 2&3, 2014

- Olivia- Volunteers needed

- Meeting adjourned at 9:59 – Shawn
- Second by Olivia

August 21, 2014 Agenda

11:00 am

Room 126

I. Call to order

11:14

II. Call for New Business

III. Approval of the Agenda

Move to adjust agenda: Shawn moves to change date of MPP Campus visit to September 5, 2014

First: Olivia

Second: Kelly

IV. Declaration of Conflict of Interest

None

V. Executive Update

Kelly

- did staff hiring with other executives: hired Tara, Tiffany and have been doing interviews for new Tuckshop Coordinator
- Town & Gown meeting with other schools, city council and community members
- With Olivia, met the City of Oshawa Civic to coordinate events for orientation, yoga classes and intramurals
- Orientation planning
- ACL student association app (training and tutorial)
- trained administrative assistant
- Programming meetings
- talked with BMO representative about getting an ATM before classes start
- looking into purchasing laptops for executives (as passed in last year's meetings)

Olivia

- Civic meeting with Kelly (also included baseball game)
- finalized bookings for orientation and figuring out logistics
- handed out sponsorship letters for grab bags
- trained Tara on club events

Shawn

- Attended Health Paper Think Tank to plan and coordinate the structure and content of my upcoming policy paper,
- attended meeting with Kate Ingram and Justin Fisher to update each other on upcoming plans with municipal elections coming up, opportunity for green initiatives to be put in effect and other advocacy pieces
- had meeting with Nancy Hempel about student health services available on our campus and upcoming health promotions
- had a meeting with Joe Muldoon to work out metrics of Trent's Strategic

Mandate

Agreement and discuss opportunity for new co-op opportunities

- attended OUSA Steering Committee
- planned and organized OUSA Campus Visit and Training Day

VI. Approvals:

1. Motion to Approve June's Minutes

First: Olivia

Second: Kelly

All in favour

2. Motion to Approve July's Minutes

First: Kelly

Second: Nick

All in favour

3. Motion to Adjust By-Law IV.3.3 Student Levies

Move to discuss: Kelly

Kelly: reflect recent practices because web students used to be charged for health benefits (as well as athletics and Walksafe). They should only be charged for the health benefits but the bylaws do not reflect this. She has received messages from

web students asking why they can not pay into the health benefits package and would like to see this happen.

First: Olivia

Second: Sebastian

All in favour

VII. Information/Discussion:

1. Standing Committees

Clubs: Alex and Kristen

Finance: Blake, Hubert and Nick

Membership Issues and Services: Blake, Melissa and Sebastian

Organizational Review: Blake, Melissa, Hubert and Sebastian

2. Clothing Prices

Kelly: *gives handout with proposed price ranges for items and the unit price.*
Suggests higher price than unit price to make profit that will make up for lost income during slow periods at the Tuckshop

Blake: adding too high of a price to expensive items could be too much money

Olivia: the current high set price for sweaters is \$55 where last year it was \$60.

We

lost money last year.

Kelly: Mentions that the beginning of the year and sale times are when sales are higher

Olivia: mentions that if prices are too high, we can create a permanent sale price

Kelly: in comparison to other universities, our prices are much lower. We need to decide if we want to keep them low or meet half way. Should we make the low end

of the range, high end or outside of the range?

Blake: I'd suggest low end if we want to see profits

Sebastian: I like Blake's idea of low end for the expensive items and higher for the low price

Nick: I like prices to end with 5 or 0 because it's easier to advertise and makes more

sense

Kelly: I like the proposed ranges and like any prices within them. Whether it's \$50 or \$55, it doesn't matter to me

Olivia: I'd like to see us make money or pay our employees easier so I like the high end on most things

Shawn: I like \$50 hoodies, \$35 crew necks, \$40 pullovers, \$22 or \$25 sweatpants, and high end on everything else.

Kelly: \$50 hoodies, \$35 crewnecks, \$40 crewnecks (Nick likes different prices for each sweater)

Olivia: t-shirt should be the cheap item so I like \$13

Nick: I like sweatpants at the low end so they fly off the shelves

Olivia: I like \$25 because we'll make more money

Shawn: \$25 is still cheap and covers the operating fees

Consensus: \$25

Kelly: Since we're charging \$25 for sweatshirts, we should make the shirts cheaper

Blake: we could go at last year's price of \$12

Olivia: I like \$13

Shawn: I like \$13 more than \$12

Blake: \$13 works

Consensus: \$13

Kelly: We're ordering porcelain Tavel mugs and glass water bottles instead of the steel ones like last year. I think that they should be more expensive.

Blake: Even at Starbucks the nice ones are close to \$25 so I like \$20

Sebastian: should we have the travel mugs and water bottle the same price?

Kelly: we could but it makes more sense because they are the same size and it would

make it easier for the Tuckshop coordinator

Blake: the same price would make more sense unless we wanted to be health conscious by making water bottles cheaper

Olivia: I think the same price would work better

Consensus: \$20 for water bottles and travel mugs

Kelly: Trent gave us 100 cardholders coming charged at \$5 and we have no say in that

3. Team Building

Kelly: if we are going to a Blue Jays game, we have to go soon and Friday would work best, either September 12 or 26.

Blake: I prefer 12 because of course load

Consensus: September 12th Blue Jays game

4. TOSA Staff Update

Kelly: I mentioned these in the executive update. We are also hiring an office assistant in September so first years can apply as well.

5. Municipal Election Planning

Shawn: Tell the students when election day is but everyone is from different voting regions so we cannot do much

I. Updates:

1. Financial Update

II. Upcoming Dates:

1. Orientation Training: August 29, 2014

Olivia: if you plan on being at Orientation or being a leader, you need to come here but we do not know anything else about it because it is university run

2. Orientation: September 2 & 3, 2014

We need volunteers

3. Experience Fair: September 8-12, 2014

Clubs, services and intramurals will set up booths

4. OUSA Campus Visit: September 9, 2014

Shawn: Please let me know if you can volunteer at the OUSA booth

5. MPP Campus Visit: September 05, 2014

Shawn: Critic of Pension, Jennifer French and Critic of Education, Peggy

Sattler will be on campus. If there is anything you would like to be

covered in my meeting with them, let me know.

6. OUSA Training Day: September 30, 2014

Shawn: All of the OUSA schools will be on campus this day.

Meeting adjourned

Frist: Kelly

Second: Nick

12:00 pm

September 9, 2014 Agenda

1:00 pm

Room 126

Call to order

Time: 1:53pm

Call for New Business

Kelly: Under upcoming dates can we add Ontario University fair to the upcoming events as item number 6 and add the Blue Jays game as item number 7 for

September

26th

Approval of the Agenda

First: Shawn

Second: Kelly

All in favour

Declaration of Conflict of Interest

Executive Update:

Kelly:

- Hiring and training tuck shop employee's – 2 employee's working in the tuck shop
- Orientation completed – making sure volunteers were trained – manage TOSA office when upper year students brought books back and tuck shop oversee
- Student recruitment training at the Peterborough campus
- Invited to participate in the ALS ice bucket challenge with Trent's new president
- Advertise the health plan and the opt out date (September 30th, 2014)
- Organizing incoming used books at TOSA office
- Posted job description for office assistant – applications due Friday – select someone next week
- Posted applications for new Board of Director's for anthropology, social work, human resources, and first year representative.
- Helping with the TOSA booth at the Get Involved Fair

Olivia:

- Orientation – vendors, grab bags, etc.
- Helped set up clubs for Experience Week
- Booked staff-student base ball game September 26th 6-9pm

Shawn:

- LGBTQ meeting in Peterborough - meeting with TCSA and student services – suggesting new ways to look at conflicts within sports
- Working with language campaign – true meaning of words, origins – put out by the student association
- Policy paper
- Meeting with student services to talk about the different ways to improve services on campus as well as with security – advocate for better security system cameras
- Keeping up to date with Jennifer French office – meeting rescheduled for September 25th
- September 23rd questionnaire for municipal debate
- Co-ordinate with OUSA training day
- Reaching out for better co-op programs – work integrated learning
- Started classes part time

Approvals:

1. Motion to Approve August's Minutes

First: Shawn

Second: Olivia

All in favour

2. Motion to Approve the 2013/2014 Audit

Move to discuss first: Kelly

Second: Olivia

Alex: what is the grant/scholarship section?

Kelly: It might have been when Kelly V asked for a pay raise.

Hubert: shouldn't that have been under payroll? The title is not very clear.

Kelly: I will look into that and we can postpone the approval

Move to postpone first: Kelly

Second: Hubert

All in favour to postpone approval

Information/Discussion:

1. Yoga Class for Students

- Kelly: trying to set up a yoga class running Tuesdays 5-6pm. The idea was to try and bring the fitness classes to a more appropriate time for student – some discussion about the price for students \$70 for 12 classes – as long as we have at least 6 students we'll add it to the athletics committee.

2. Student Association App

- Kelly: Student association app has launched – can be downloaded onto smart phones now – advertised in student agenda's- used as a reference to student activities

3. Student Agendas

- Kelly: they are available at the tuck shop/TOSA office and free of charge.

4. Municipal Advocacy

- Shawn: doing the chairing and questioning of the municipal debates – put the mayor on the spot about education

I. Updates:

1. Financial Update

- Kelly: wages for employee's and executives – orientation, Tim's party rental and text book sales – expenses for orientation gift bags and office supplies (folders, to organize clubs)

II. Upcoming Dates:

1. Experience Fair: September 8-12, 2014

- Olivia: happening right now in the hall – raffle box may be given to clubs to raffle off a Trent gift bag – come get one from the TOSA office if you want one.

2. Leadership Workshop Training: September 23, 2014

- Olivia: Chris Nealen runs the leadership training program
- Olivia: Date is actually the 12th

3. MPP Campus Visit: September 24, 2014

- Shawn: Come visit the MPP's- French and Elliot

4. Paul Muldoon Poetry Reading: September 25, 2014

- Olivia: send out an email with more info

5. OUSA Training Day: September 30, 2014

- Shawn: OUSA will be on campus - see all the schools that are visiting and see how their student associations works

- Alex: need any volunteers?
 - Shawn: No thanks
6. * Ontario University Fair September 19th – 21st, 2014
- Kelly: Biggest university fair of the year – Valerie and the recruitment team are looking for volunteers to speak at the fair to prospecting student.
 - Olivia: if you stay for all three days you get accommodations
 - Alex: accommodations not guaranteed, but if there are any left they can be given to student volunteers.
 - Hubert: training session is this Thursday?
 - Alex: yes, there are 2 sessions
7. * Blue Jays Game, September 26th, 2014
- Kelly: blue jays game for team building – apology for those who can not make it
 - Hubert: when does it start?
 - Kelly: at 7pm, we will leave around 5pm !

Meeting adjourned

Time: 2:30pm

October 7, 2014 Agenda

1:00pm

Room 126

I. Call to order

Time: 1:07pm

II. Call for New Business

III. Approval of the Agenda

First: Kelly

Second: Olivia

All in favour

IV. Declaration of Conflict of Interest

- Hubert: Can't vote on Business order because he is vice president of Business Society

V. Executive Update

Kelly:

- Managing tuck shop employee's and their schedules – want to make sure they have a sufficient number of hours per week – tuck shop closed on Friday's – asking the employee's to help with the organization of tuck shop
- Hired TOSA office assistant Shawna Jackman – promote and run intramurals twice a week
- Meet with Valeria to plan for November fall preview – establish TOSA presence on that date
- Bi-weekly programming committee to make sure there is no overlap in events
- General house-keeping – bank accounts, closing community bank accounts, ordered business cards
- Organized Blue Jays game
- Contacted Blood Service to arrange a shuttle to bring students to their clinic so students can donate blood
- Meet with rep from St. Louis Franchise restaurant – form a partnership

- VIP cards for students and wing tasting at the end of the month
- Promoting Opt-out of health insurance plan – Plan is active today (October 7, 2014)
- Arranged interviews for board positions – interview on October 8th
- Meet with CNC insurance – alternative health benefit company they'll provide proposal to TOSA
- In contact with Samantha to promote the upcoming election
- Attended the Trent University new presidents inauguration
- Meet with Jennin Earl Heman – faculty rep for Trent Oshawa 40th

Olivia:

- Arranged the staff and student baseball game – we had a pretty good turn out from both staff and students
- Programming meeting
- Helped with some club event logistics
- 1st SCC meeting – you will see the motions recommended to you guys today from that meeting
- Attended president's speech
- Switched dates in intramurals from Wednesday to Thursdays which hopefully will help to increase attendance
- Interviews for out office assistant – hired Shawna
- Planning on have a stress busting sale the week before reading week (13th-16th) and possibly another event that week
- St. Louis will be doing a wing tasting on the 22nd of October for another stress busting event
- St. Louis is also providing out intramural program participants with discount cards and coupons
- Planning for the Halloween Haunted House on the 30th – started gathering volunteers
- Movember campaign – brainstorming not to get females on campus involved – will be looking for people to be on the Trent Oshawa team soon

Shawn:

- Attended the president inaugural speech – started conversation on student employment
- Discussed same issues with the Mayor of Oshawa
- Meet with Bryan LePaige – question masters for the debate – got to meet with all the municipal campaigners

- OUSA in Oshawa – two MPP’s for education – discussed main OUSA priorities – good reception and promises – French promised to improve transit system to work with GOtransit
 - Working with NDP or OUSA’s unpaid internship and student job development program
 - Keeping up with French office to produce job community growth
 - Coordinated OUSA training day
 - Policy Paper handed in on Friday
 - Writing submissions on maximizing student space, and research into mental health programs
 - Talking with administration for more community involvement
- Developments

VI. Approvals:

a. Motion to Ratify the Business Association @ Trent Oshawa
Kelly move to discuss

Second: Olivia

Tara: they have been promoting with posters haven’t heard of meeting/events

Hubert: we have had a general meeting – have one event in the plans

Tara: what else do you have in plan?

Hubert: resume writing workshops and services – entrepreneurship night

Olivia Move to approve

Kelly second

All in favour

b. Motion to Ratify the Disciples on Campus (DOC)

Move to discuss: Hubert

Second: Nick

Hubert: have they updated their blurb to be more descriptive?

Tara: we have their full description...move nights, guest speakers, Valentines Day, free events, prayer walks

Tara: went through club training with the group

Hubert: Is this is a special all faith club?

Olivia: I don’t think its all faith – I think anyone can attend the events- doing similar to TC3 club – they seem willing to put in the

effort

Move to approve: Shawn

Second: Nick

All in favour

c. Motion to Ratify Tae-Kwon-Cardio

Move to discuss: Olivia

Second: Shawn

Tara: it's not just with Tae-Kwon Do it would include other cardio activities – their first meeting was October 6th

Olivia: they have a physical meeting where they will practice

Melissa: Is this an event

Olivia: I'm assuming anyone can go, they would probably have some events- guest speaker

Move to approve: Shawn

Second: Olivia

All in favour

d. Motion to Request for Supplementary Funding for TOBO

Olivia move to discuss

Second: Kelly

Olivia: the reason behind asking for this is b/c TOBO has trouble with getting on campus events because they usually go to Leisure Lain – they want inflatable games

Nick: where are they going to set it up?

Olivia: Outside or in a classroom – there is a smaller activity also

Move to approve: Shawn

Second: Alex

All in favour

e. Motion to Request for Supplementary Funding for Trent Women's Support Group

Move to discuss: Nick

Second: Hubert

Olivia: they are asking for the full amount, which is going to the Vagina monologues – food and presentations – open to public

Nick: 500 is the supplementary amount

Olivia: they need to get other supplementary funding

Move to approve: Nick

Second: Hubert

All in favour

f. Motion to Request for Matching Grant for Trent Women's Support Group

Move to discuss: Olivia

Second: Kelly

Olivia: They are having a breast cancer awareness event – they are being matched through the money they are making from the necklace and bake sale to fund the breast cancer awareness – the money raised at the event will be donated – they have guest speaker and band

Move to approve: Hubert

Second: Shawn

All in favour

VII. Information/Discussion:

a. Future Board Meetings

- Kelly: idea is to have it every 4th week on a certain day so we can have the meetings set in advance – gives us more time to send out materials in advance- might be easier to coordinate the meetings this way

- Olivia: if each one could send class schedule so we can try and pick a day where everyone can come

- Alex: so would we make sure that everyone could come?

- Olivia: it would be set up around everyone's class schedule

- Alex: could there be a rotation of the meetings so then everyone can make the meeting

- Shawn: only possible issue would be if I am doing external stuff I would know a month in advance

- Nick: could we send out a doodle at the beginning the month for the end of the month so then we are able to get everyone – the problem is that everyone wants to come

- Shawn: this month we will have a better organized

- Olivia: should we try sending out the doodle for November's meeting now?

- Hubert: yes, so then people are able to take time off or adjust their schedule

- Melissa: so we don't need to set a set schedule

- Olivia: no

b. Medieval Time Team Building

Kelly: meeting at 5 next Thursday – please send me an email if you are for sure coming

Alex: could we send out a doodle next time? To make sure that everyone can attend.

Kelly: initial plan was to have it on reading week but they canceled so we had to pick this day, I can send out doodles for the next time.

c. Intramurals

Kelly: lower turn out because of conflicts with class schedules – if you guys have any feedback in promoting it more and please promote it too Mondays and Thursdays 5-6

Olivia: we have Monday's and Thursdays till the end of the term so if another day works better please tell us

Hubert: is there anyway to open up to the public to gain more attendance

Olivia: not sure if the civic would be okay about with the confliction with their paid programs

Hubert: could the public pay for this?

Olivia: I could see is that would work.

Hubert: promotion of intramurals?

Olivia: I'll be in a booth once a week and the bulletin board

VIII. Updates:

a. Financial Update

Kelly: paying back students, clothing orders, accounting fees,

Hubert: could we each get a copy of this?

Kelly: I can do that it just has to be returned after the meeting

Hubert: Has there been any updates on last meetings address?

Kelly: yes, it consisted of two expenses, filed incorrectly

1. The purchase of Tim Horton's cards

2. Payment to OUSA might have been membership fees or fees covering a conference

Shawn: could it be the academic excellence award?

Olivia: could be

Shawn: each OUSA member can pick a staff member

Alex: my problem is that TOSA has an award listed on the website – but there is no awards being given out to students instead its being used for gift cards

Olivia: it was mentioned last year – you must be nominated to get the

award

Alex: this money was taken out of this award account and taken for gift cards?

Olivia: it must have been labeled wrong

Nick: last yr. at finance committee we set aside x amount of \$ for scholarships- if the website says we are giving out awards and were not we should change that on the website

Shawn: the organization that is giving out the awards should probably be changed

Alex: in this years audit is there anything for award?

Kelly: there is and I will go over it – definitely follow through with that

Melissa: the standing committee's are we starting those?

Kelly: they have already started and they should be once a semester and Shawn and I will contact you

Nick: the accounting fees are RMJJ?

Olivia: yes that is the name of the account

Shawn: they did just review everything on the Trent University website

Alex: they must have taken that award down from the website

Olivia: I assume that an award was supposed to be given out in previous awards but if they took it down then it must not be given out anymore

IX. Upcoming Dates:

a. Halloween Event: October 30th, 2014

-Olivia: if you want to volunteer please let me know- its on the Thursday need to be there at 9 and running till 5 – I'm taking ideas

Olivia: the day of we will have someone dressed up and try to get people to go in. There will be free candy and breakfast and lunch for those volunteering

Hubert: a couple of business students have asked about tickets for Halloween haunt

Olivia: yes we can talk about this

Meeting Adjourned

Time: 2:16pm

November 14, 2014 Agenda

11:00 am

Room 115

I. Call to order: Time: 11:19 am

II. Call for New Business

Blake: To get a petition signed for more student space

III. Approval of the Agenda

First: Shawn

Second: Nick

All in favor

IV. Declaration of Conflict of Interest

V. Executive Update

Kelly:

- Getting the benefit refunds – administering them to students – fixing op-out's from Peterborough
- Organized an event with St. Louis franchise – prize wheel with free app and dinners – hoping to partner with us to hold events with intramurals – they want to provide add in student agendas
- Helped with haunted house
- Recruited for Student Policy and Charter program in Peterborough
- Spoken with Jenin who is organizing Trent 40th anniversary event – time capsule and tours
- Went with Shawn to OUSA GA approved 3 policy papers
- Preparing for TOSA AGM – collecting recent approvals and providing info concerning election for winter semester
- Contacting blood services – organizing a shuttle to and from the clinic – November 26th
- Supervising office assistant with events
- Contacts Lasmen for grad photos and to come back at the end of March
- Attended Chancellors Gala in Peterborough – one of Trent's 50th

anniversary events

Olivia:

- Open house for Trent – represented TOSA
- SCC meeting
- Programing meetings – discussed past and future events
- Meeting with TOCA, Justin and carrier services
- Planning for Movember – promotional material from movember campaign, setting up team and how to donate to the team
- Releasing social media contest to be involved with Movember – next week bake sale for Movember – connected to Trent University campaign

- Hypnotist show on December 5th
- Set up for Haunted House – got together volunteers
- Renegotiation with Civic Center – contract expires this year – making contacts with the YMCA who is a future candidate
- Candy apple and cupcake stress busting
- Ordered merchandise for Santa Clause parade

Shawn:

- Senate meeting
- Equity council
- Drafting policies for student – digitalized policy – OUSA LGBTQ rights – policy on Trent health issues
- OUSA GA passed policy paper
- Municipal election – accountability action committee in Peterborough
- Working on projects – branching out to all of Durham now that we are called Trent Durham- talking to their mayors

VI. Approvals

a. Motion to Ratify TOAST

Move to Approve: Nick

Second: Shawn

All in favor

VII. Information/Discussion:

a. Student Engagement Program

- Shawn: to draw students into a variety of ways into student association and let them know how they can become involved –

start representation groups

- Joe: Mock trial – political group

- Blake: non-partisan

- Shawn: a group for every party – but the next year there is only one party – that would not be good for future municipal elections

- Joe: beneficial to have a political club to represent all the parties

- Joe: have representatives from each party

- Alex: ESL student not feeling welcomed on campus – implement a group where they can become involved with English speaking students.

- Shawn: have a sign up sheet for students to sign up on issues that they want to start a group – show students can show their interest in other groups

- Joe: let student know that they can be apart of building these groups.

b. Good Jobs Development Program

- Shawn: Durham region limited for good jobs (ones that will retain grads) – region making more retail jobs = doesn't help grads – in contact with MPP's, mayors to discuss that all level jobs should be available for students in the future – ex: research hub, social work, play on the food industry, psychology, outside of entrepreneurial work, focus on starting business that reflect all departments so all students who don't want to start a business can still find employment after graduate.

- Hubert: I have no knowledge on how to start an entrepreneurial ship – you need someone to be able to create these hubs

- Shawn: start something/adding/more investment in business that we already have

- Joe: speaking with someone to get students to get involved with the jobs they want to do

- Hubert: talk to the internship lady (Ann Torwesten) on campus and get people involved – available to all students of class – joint venture with other programs

- Shawn: Co-op very different than in class – hard to do – but I will talk with her (annetorwesten@trentu.ca)

- Joe: more student engagement with program plans would be more beneficial - Skills for the market – still in review so important for

students to voice their thoughts and concerns on the issue.

- Nick: interdisciplinary?

- Joe: yes this is the interdisciplinary program

- Shawn: this will be offered next year

c. LobbyCon Delegation

- Shawn: 2 weeks from now, need a delegate to go with Shawn to LobbyCon and talk to MPPs.

- Blake: I really want to do it, but I have everything due that week.

- Shawn: structured around when the MPPs are most available

- Joe: the dates?

- Shawn: Dec. 3-4th

- Joe: can there be a group of students who can go at different days

- Shawn: I will talk to head office about this – every school has two representatives

d. Policy & Charter Drafting

- Shawn: running some direct policies want to get everyone's opinion – policy against unpaid internships – want to make sure that's okay

- Hubert: what would these internship mean

- Shawn: working and not getting paid – sometimes credits count as pay

- Joe: look at a different way of payment

- Blake: need transportation fees to be paid for

- Joe: good to focus on – there is no hard line- must include the possibility of no hourly wage – should be some sort of reimbursement available

- Shawn: likely that there will be legislator change of unpaid internships – it would be good to have a policy paper and this legislation change at the same time to push the government into passing the policy paper quickly.

- Blake: would it push away business from taking in internships

- Hubert: from business stand – highly likely – because you don't contribute much in an internship being there one day a week – not going to be a lot of pay and the students don't do a lot of work

- Shawn: should write something that shows how many hours students have to do before they get paid

- Nick: federal cell have been talking about this

- Shawn: provincial government have been talking about this first – I can draft up a policy and the board can look through it
 - Shawn: digital learning policy – don't have to pay additional fees for digital resources on top of
 - Blake: no digital bases for Shakespeare – need more access to data bases – different and specific dictionaries – English department in Peterborough have this discussion too – if doing specific research should have these resources available
 - Shawn: do you think it would be a better idea to have an opt-in – department fundraiser that goes for new software and databases
 - Blake: want an actual voice for this
 - Shawn: talk to faculty and librarians that this is what you want to see and things can get done
 - Joe: it doesn't make sense for certain programs having to pay different fees – should they all be the same fee?
 - Shawn: should be a set budget for academic resources alone – liberal arts and humanities have a bigger budget for these programs – draft up a policy that prevents university from adding additional fees for other resources
 - Blake: have an optional fee
 - Shawn: student consultation – no additional fees unless stated otherwise
 - Blake: students should have to option to pay through the university
 - Shawn: if anyone wants to help me draft this up...on a committee which writes policies – let me know if you want to see anything and I'll draft it up
- e. TOSA AGM
- Kelly: once a semester TOSA presents major approvals – any and all students are allowed to attend the meeting –try to do some early recruitment for next years board members- Nov. 25th and 5pm – all members encouraged to attend – we will post it on social media
 - Hubert: how long will this meeting last
 - Kelly: an hour at most
 - Hubert: push till 5:30-6:30 so members can pop-in
 - Kelly: okay, I can ask that this can be changed

- Joe: is this day the only day
 - Kelly: it was hard to pick a day
 - Joe: what is the turn out for intramurals – can an intramural day be canceled for the AGM
 - Olivia: Thursdays area slow day at the campus
 - Blake: less exposure to the AGM unless we advertise it a lot
 - Shawn: first hand add
 - Blake: we can advertise it in class too
 - Joe: endorsements for people to come – make it an event for people to want to come
 - Blake: make it an event for students to get to know their board members so students can know who they can come talk to if they have a problem
 - Hubert: all members should go into their class and say their position as a advertisement for the AGM
 - Kelly: should we change the date
 - Nick: maybe getting to know your board member should happen on a different day
 - Blake: people wont come for a separate meeting – tag the met along with the AGM
 - Shawn: not everyone is from Oshawa
 - Joe: something worth looking into for the future
 - Kelly: I will ask for the time to be switch and I'll confirm the room location and then I will let everyone know
- f. Graduation/Composite Photos
- Kelly: in addition to grad photo's we also have a TOSA composite – for those who are not grad this year – drop in on one of the days Nov. 25, 26th 9:30-noon – take photo no fees
 - Hubert: what is grad and not taking photos till March
 - Kelly: can take photo in November or March- you can wait till March
- g. Trent Durham
- Nick: want to talk about it
 - Olivia: the name change has already happened – when promoting campus it will be Trent Durham- we wont need to change club names because we are internal advertising
- h. Advocacy Stances

- i. Shawn: organizational stance
- i. Ancillary Fees Meeting
- i. Kelly: recruit students for ancillary fees committee – decide on any changes for the ancillary fees – 4 students be a part of this committee – new recruitments – monthly meeting – anyone interested? – Nick, Joe, Hubert, Melissa, Kristen
- ii. Shawn: policy for this meeting, TOSA members need to be elected into the meeting
- iii. Kelly: may be a meeting in December
- iv. Shawn: elected 2 TOSA reps, have to be elected into the meeting
- v. Olivia: I will talk to Justin and get the protocol
- vi. E-mail sent out for board of directors members to elect

VIII. Updates:

- a. Financial Update
- i. Kelly: drop in fees and then increase – b/c received 75% of student levies, payment for agenda's, smaller events, employee's payments and used book reimbursements, biggest payment is ACL end of year payment and payment for the optout refunds so students can receive checks, small group finances.
- ii. Agenda – the cost to produce 600 agendas – next year trying to get more advertisements to reduce the cost
- iii. Nick: blank ones?
- iv. Kelly: deposits
- v. Nick: what is the debit blank space October 27th
- vi. Kelly: I'll take a closer look at the debit
- vii. Hubert: what is the \$6.79 charge?
- viii. Kelly: bank fee for change
- ix. Joe: a clerical thing, can this info not be provided in the agenda prior
- x. Shawn: sent out in e-mail – confidential however
- xi. Kelly: we can send these out so if you have an specific questions I can address these before the meeting
- xii. Nick: TOCO bake sale, TESSO event was not on this
- xiii. Kelly: reimbursements, and it will be on Dec. agenda

IX. Upcoming Dates:

- a. Movember Fundraising: November 18 & 19, 2014
 - Olivia: bake sale on Tuesday, Wednesday taking pictures, no photo booth
- b. Entrepreneurship Panel: November 19, 2014
 - Hubert – business association of Oshawa – so we can get entrepreneur's in on a panel so they can talk to student about starting up their own business- front atrium
 - Nick: when these come – causally mention the get jobs and see what they say
 - Hubert: free for all students – this Wednesday
- c. TOSBC Road Hockey Game: November 21, 2014
 - Hubert: \$5 person
 - Lindsay: 11am on 21st
 - Hubert: raise funds for ski and snowboard to go skiing
- d. Grad Photos: November 25 & 26, 2014
 - Kelly: happening if graduating
 - Blake: what if finished in the summer
 - Kelly: get photos done in March
- e. TOSA Fall AGM: November 25, 2014
 - Kelly: I'll make the time change and confirm room and email later when everything is final
- f. Business Association Etiquette Dinner: November 26, 2014
 - Hubert: not having etiquette dinner – changed to be the linked-in workshop – professional photographer for linked-in profile – online resume – want to make sure students understand what is a good and bad profile – association with carrier services
- g. TESSO Trip- A Christmas Carol: November 29, 2014
 - Melissa: going to Christmas Carol, paying today, rented a bus, transportation is included, leaving at 2:30 – majority response – 22 people going
- h. Buzz Colins Hypnotist Show: December 5, 2014
 - Olivia: also a comedian, he's not the x-rated one – just supposed to be funny
 - Joe: it's a TOSA event and where is it funded?
 - Olivia: worked into TOSA event money
 - Nick: could this be an easy teambuilding event for board of directors
 - Olivia: 5:30 pm – 7:30 pm

i. Santa Clause Parade: December 22, 2014

- Olivia: Actually November 22, 2014, there is food and then we'll go to the parade- we have a float and were handing stuff out

- Hubert: is there enough merchandise For everyone?

- Olivia: I have to cap it off at 30 volunteers, staff are included

Meeting Adjourned: Time:12:49pm

December 17, 2014 Agenda

9:00 am

Room 116

I. Call to order

II. Call for New Business

III. Approval of the Agenda

IV. Declaration of Conflict of Interest

V. Executive Update

VI. Approvals:

1. Motion to Approve Budget
2. Motion to Amend Bylaw I. 1
3. Motion to Remove Bylaw IV. 1. 2.
4. Motion to Amend Bylaw IV. 3. 2.

VII. Information/Discussion:

1. Elections Committee
2. Graduate and HR students in Bylaws
3. Bylaw XII. 7. 1

I. Updates:

1. Financial Update

II. Upcoming Dates:

1. Elections -February
2. Leadership Workshop - January 21, 2014

January 23, 2015 Agenda

11:00 am

Room 115

I. Call to order 11:15

II. Call for New Business

A. Nick: Executive Agenda as discussion piece

B. Olivia: add accounting society

III. Approval of the Agenda

IV. Declaration of Conflict of Interest

A. Nick, and Joe: approvals 1,2,3

B. Hubert: Approvals 3

V. Executive Update/Agenda

Kelly:

Olivia:

Shawn:

VI. Information/Discussion:

1. LGBTQ+ Policy Paper

Shawn: I am looking for anybody to help edit this paper during the writing process.

Joe: Have you considered reaching out to other students that are not generally as involved?

2. TOSA Elections

Kelly: Elections are coming up. We will have 2 weeks to submit election packages, followed by a week of promoting and campaigns, a week of voting and then the elections committee will declare the winners.

3. Agendas

Nick: Have they been working? Would you like it online or in person

Olivia: Did everybody read the one that I sent?

Hubert: Personally, I like talking

Joe: Same, I think you made it very accessible in the e-mail but we should primarily discuss it in the meeting

Olivia: were you hoping to see it in the meeting? We sent them because the motion said to send them in advance. We have no issue with saying it during the meeting

Joe: I think we just like to have all meeting information in advance so that we can get points elaborate on.

Nick: I think the most significant things tend to find their way into the meeting anyways

Joe: I just think the function of the agenda is to have transparency on what we plan on doing over the next month, to display that the next meeting covers what was proposed.

VII. Approvals:

1. Motion for TESSO Matching Grant

Move to discuss: Hubert

Second: Olivia

Nick: We made \$92 at a bake sale, so we would be matching

Move to approve: Shawn

Second: Sab

All in favour

2. Motion for TESSO Special Event Funding

Move to discuss: Olivia

Second: Kelly

Joe: We need to pay our participants in honorarium. I negotiated with the agent of the participant from Hollerado. The other participants are paid \$200 so that Trent holds a respectful image to professionals, showing that we appreciate their effort. We have also received initiative funding to ensure that it is not all from TOSA

Move to approve: Olivia

Second: Hubert

All in favour

3. Motion for TOPA Special Event Funding

Move to discuss: Olivia

Second: Shawn

Olivia: We cannot vote on this because most people are involved in some way, which causes a conflict of interest.

Joe: To make things clear, we have no part in organizing. We have just been approached to get people to attend the event. I do not even know the budget.

Nick: I did not even know that we (TESSO) were fully involved.

Olivia: This will help your organization.

Joe: Who is at the helm of this?

Olivia: Raheleh, Marisa and Adrian, which is why business club cannot vote.

Hubert: They are asking for less money than last year for a larger event

Sab: How has this event been in the past?

Olivia: It was good but was directed towards psychology students. This event is more encompassing.

Hubert: Instead of taking this from club budgets, it should be a separate budget line if it is an annual event.

Olivia: We have been discussing this with Justin but it takes too much money from the budget to be plausible right now.

Blake attends

Olivia: Blake, since you are the president of TESSO, will TESSO be involved?

Blake: No, Joe is just a point of contact for English students

Olivia: We should clarify that situation and make an online vote.

4. Motion for TWSG Special Event Funding

Move to Discuss: Olivia

Second: Sab

Olivia: This is an annual event. They fundraised a lot for this and received initiative funding so we aren't paying for everything.

Blake: This event has a good turnout each year

Move to Approve: Nick

Second: Joe

All in favour

5. Motion to ratify Accounting Society of Trent

Olivia: It seems very similar to the business club

Blake: The description sounds exactly like peer mentoring

Joe: The guest speakers are business oriented

Hubert: To get someone from CPA is highly unlikely.

Joe: Is there an accounting program or is this in ties with a particular course

Hubert: This is just a study group. This has not been a successful venture for the university.

Joe: This is similar to when Dale tried to start a poetry club and we suggested that he work through TESSO. Could they work through the business club?

Nick: I do not like telling a club that they cannot start but I think this should be under the business club

Olivia: This would still have to come from their budget though. If there is a potential for conflict, announce it now.

Hubert: I think we should talk to their executives and have a later date. The business club is all encompassing. It involves all aspects of business.

Blake: it sounds beneficial to a particular class rather than all students.

Joe: So if we don't vote in favour, it would be due to the fact it is course specific and has potential conflict

Move to Delay: Nick

Second: Blake

All in favour

I. Updates:

1. Financial Update

Kelly: When I met with Hubert, we decided to group together funds in a broader category. At our next meeting or before, I will have an update for the whole semester and one for the month as well.

II. Upcoming Dates:

1. TESSO Songwriter's Q&A Panel: January 27, 2015 @ 11:30am

2. Dodgeball Tournament: January 30, 2015 @ 1-4 pm

3. Leadership Retreat: January 30-February 1, 2015

4. Vagina Monologues: February 7, 2015 @ 5-10pm

5. Job Diversity Fair: March 9, 2015

6. Election Packages: February 6-19, 2015

Move to adjourn: Joe

Second: Olivia

Meeting adjourned: 12:46

February 23, 2015 Agenda

9:00 am

Room 115

I. Call to order

II. Call for New Business

III. Approval of the Agenda

IV. Declaration of Conflict of Interest

V. Executive Update/Agenda

VI. Information/Discussion:

1. AGM
2. Clubs Coordinator Position
3. OUSA Teaching Excellence Award
4. Standing Committees

VII. Approvals:

1. Motion to Ratify Social Work Club

I. Updates:

1. Financial Update

II. Upcoming Dates:

1. Spirit Week: February 23 - 27, 2015
2. Job Diversity Fair: March 9, 2015
3. Semi Formal: March 20, 2015

March 16, 2015 Agenda

9:00am

Room 115

Call to order at 9:06am

Call for New Business

Approval of the Agenda – First: Nick, Second: Shawn, All in favor

Declaration of Interest

Executive Update:

Olivia:

- Organized Spirit Week – promotional material, photo booth, tea and coffee give away and clothing give away
- Semi-formal preparation – we are going with the Farm and Wild option
- Meeting with YMCA and went over their proposed plan
 - o Joe: What is the difference between the YMCA plan and the City of Oshawa?
 - o Olivia: The YMCA is cheaper and an all-inclusive package, they have nicer facilities, in-door track, we have access to over 100 programs that they offer. I have talked with the City of Oshawa to see if they can give us a better plan but they was the agreement to stay that same.
 - o Blake: Will there be a problem with intramurals?
 - o Olivia: Intramurals are separate from the gym membership so we can still have them at the Civic.
 - o Hubert: Are we going to get the YMCA here for orientation?
 - o Olivia: Yes.
 - o Joe: Where is the YMCA?
 - o Shawn: It's downtown on Mary St.
 - o Alex: Would we get access to all the YMCA's?
 - o Olivia: We could get a card that you would have access to all the YMCA's.
- Had a meeting with Annie Lang events and décor for semi-formal – they will decorate the ceiling, entrance and provide centerpieces.

- Promoting semi-formal
- Booked extra cleaning for semi-formal
- Purchases and started decorating masks for guests
- March Break Tiki Bar – made mock tails and had candy

Shawn:

- Talked in Roger Loman's class on how to get involved with advocacy – student engagement and advocacy.
- Wrote the rest of the LGBTQ paper – edited
- Setting up the revision of TOSA employment
- Bylaw update
- Meeting for Three point plan to stop youth unemployment in Oshawa
- Agenda:
 - o Going to GA
 - o Going to second installment of youth unemployment meeting
 - o Create Chris's package for VPUA

Information/Discussion:

TOSA Employment:

Shawn:

- President 35 hours at \$12/hr
- VPUA Summer 35 hours at \$12/hr, School year 20 hours at \$13/hr.
- VPCL Summer 35 hours at \$12/hr, School year 20 hours at \$13/hr.
- Office Admin. 30 hours at \$14/hr
- Clubs Coordinator 15 hours ay \$14/hr
- Office assistant 10 hours at \$11/hr
- Tuck 1 8 hours at \$11/hr
- Tuck 2 8 hours at \$11/hr

I want VPAU dropped to 30 hours in the summer, VPCL dropped to 30 hours in the

summer and both boosted to 25 hours during the school year. Have a review process and a bonus given to office admin. Change the Clubs Coordinator to Executive Assistant and changed to 10 hours a week at \$11/hr. Eliminate the office

assistant and make their role an Intramural Coordinator. Eliminate one Tuck Shop employee and increase house to 12 hours a week and make a better schedule for busy time (supply research for VPCL and marketing in off time), just wanted to run this by you guys.

Joe: Instead of having intramurals position 15 hours, put 10 of those hours spent in the tuck shop.

Shawn: We need to have someone in the tuck shop

Joe: Keep the second Tuck shop employee and split the hours between them and the intramurals coordinator

Shawn: have to make sure they stay in the same tax bracket – under 15 hrs/week –

same almost \$5,000 through the summer

Joe: Just in terms of cutting positions- that position would have 5 hours of buffer room just incase there is a busy week.

Nick: This would be throughout the summer?

Shawn: Just throughout the school year – want to cut a tuck shop employee because

we don't have high business hours and we're paying too much money on tuck shop

employees. I'm just worried about increasing hours when there is only two busy months in the tuck shop.

Olivia: Could you not put in their contract that they would 5 hours up to 10 hours and then give them a schedule?

Nick: Justification for the assistant for VPCL is to add, "odd jobs as needed" into contract to cover random jobs.

Shawn: For changing the hours I'm a little bit hesitant about. I'm not sure how to come up with concrete numbers with fluctuating wages.

Joe: It bothers me that the clubs coordinator position is 5 hours. Make it an "internship position".

Hubert: why not make the clubs coordinator a research assistant.

Shawn: Currently the people are behind their computer doing homework, if we make it so that they are doing research it makes it tense in the office and people arguing over hours.

Joe: The Tuck shop assistant is not a good dynamic for getting the results you want –

not conclusive especially when increasing VPAU hours.

Shawn: Increasing the VPAU hours is so they can do both internal and external affairs – majority of the hours spent in meetings and doing policies.

Joe: You think someone could spend 10 hours researching for VPUA?

Shawn: Easily – certain times of the year there is major research but then there are gaps where there is no need for research so you wouldn't need someone just for research.

Blake: Office assistant just for VPCL?

Shawn: Office assistant can't do both because VPUA and VPCL will need the office assistant at same time – too many hours.

Joe: It would be nice to have someone help out with research who can't they do both

when needed?

Shawn: The only reason why putting Tuck shop person as research assistant is too keep them from getting paid to do homework.

Nick: If we are doing 12 hours for tuck shop have them work 5-7pm – they could be

organizing the tuck shop or helping in the office for that extra hour after the 5-6pm

break.

Joe: Blake mentioned that someone would volunteer to do research.

Shawn: I don't want to do unpaid internship that is too close to that. Research would be staff.

Joe: The volunteer would get an honorarium and would gain experience in VPUA.

Hubert: That kind of pulls it all away from the unpaid internship – they would get a

lump sum at the end of their term.

Nick: Could we do a practicum could for research?

Shawn: Our campus is changing a little with Joe and Leo's work but the rest of the faculty is resistant to practicum courses.

Olivia: I think you should think about the honorarium option – you could have goals

and they would do things as needed.

Nick: I think you would have a hard time getting someone if they only got a lump sum at the end – they should be paid more regularly.

Blake: That's a pretty big amount that you are trying to save.

Shawn: So drop the tuck shop to 8 hours and have a research assistant – too costly

to have another tuck shop, so my plan. 8 hours tuck shop per week and a

honorarium research assistant. It really depends on how active Chris wants to be to have a research assistant.

Nick: I like the compromise of 8 hours in the tuck shop and then that same person does a few hours of research a week. If we are only going to have it open around that

5-6pm gap then everybody wins and then the honorarium is just a bonus.

Shawn: A research assistant working in the tuck shop.

Nick: Two duties

Hubert: Would that be effective for actual research? Is it beneficial?

Shawn: 2 ½ hours to research, I think that is a pretty decent amount of time to learn

about something.

Joe: Driving forces is that the executive wages reflect this – go through each portion

and say how we feel about each one.

Shawn: good idea.

Nick: So you want to go through the job descriptions and plan them around the plan?

Joe: I think what is necessary to have a proper proposal – clarify what is okay and then approve that or make recommendations on how to improve that so you guys can make changes in the summer. As far as the finances – the changes that are happening for the Executives is good but the other changes need to be reflected in

their wages.

Shawn: More money into the budget line for events.

Joe: well we just had a referendum so we will have more money for that.

Shawn: We have \$300/week to work with

Joe: The three executive positions are okay – the office administration receiving a pay increase.

Shawn: Not even a full dollar, 50 or 75 cent hour increase.

Blake: When you do the review then negotiation of their pay.

Shawn: At the most \$1 increase I'd like to see a 75 cent increase

Joe: This position is a long-term position and they are there through all the transition.

Shawn: Have a higher wage based on their experience and degrees. HR degree so that they can help the executives with maintaining employee's making sure things

run smoothly.

Hubert: There should be a pamphlet in the office explaining each role.

Joe: Maximum 15 hours, we also have to give them credit for doing this and we are

paying them to go through this education.

Hubert: So put in the contract that she will stay with them for the next few years.

Blake: I would write in 2 years.

Hubert: Yah 2 or 3 years.

Joe: That is something that just needs to happen.

Shawn: Executive position and hour increase and potential office assistant are okay,

clubs coordinator is cut. Next position. We need someone strictly dedicated to intramurals.

Joe: That's where I worry about the 5 hours.

Shawn: The 4 hours is from the intramurals and the other hour is for set up.

Olivia: Well its 2 hours of intramurals a week and then there really isn't a set up – we should do a minimum amount of hours and a maximum amount of hours.

Joe: Create a maximum for the position between 5 and 10 hours.

Olivia: If you schedule them they must work their schedule – orientation, they work

the 10 hours and when it slows time put it back down to 5 hours and when we have

to promote intramurals increase the hours.

Shawn: Introduce a short term and long-term goals when they come in for the week

they will know exactly what they need to do.

Joe: Set up a plan.

Hubert: You don't need to be promoting intramurals when semi-formal is being promoted.

Nick: My personal opinion is, if clubs coordinator is going away to campus life and can be clubs when its clubs and events when its events.

Shawn: You have to be careful when sending out emails.

Olivia: You could keep the clubs email active and it can be checked separately.

Nick: The executive assistant can have password to the email account.

Joe: Biggest problem with that position is that it's paid.

Shawn: You would have to careful with the wording of the description of the position.

Blake: You should make a schedule for them.

Shawn: Every staff member is going to have a schedule.

Nick: Keep it under one house and have a sub-house.

Joe: They answer to VPCL and VPUA and VPCL and VPUA answer to President

Hubert: No that are supposed to answer to the Board of Directors.

Blake: We need to re-write that then.

Shawn: We are the only Student Association that doesn't have a three-tiered structure – Western has the best Student Association structure – the president would just be managing the office and executives.

Joe: Also when we make recommendations in the office the president can oversee

that they are followed.

Hubert: With all these changes happening what is going to happen with the summer

job positions?

Shawn: This wouldn't happen during the summer.

Olivia: Clubs coordinator not needed in the summer but the executive assistant will

need to be hired in August- especially if you want them to do clubs too.

Hubert: We need to re-write these contracts then.

Olivia: Is Tara needed in April? Yes she will be needed...

Joe: I would have an end date to her contract, April 31st – the end of April. Are there

any other major issues with this layout?

Shawn: No, we can keep discussing this – how would you feel about sending out email drafts – bring out some ideas, decided on the best one and approve it after the

AGM?

Joe: Can we make some sort of agreement for you to have these ready? Next Wednesday?

Nick: AGM is 2 Tuesdays from now?

Shawn: How about the 27th?

Nick: That gives us the weekend to look over and approve and get ready for the AGM.

Joe: Give us the proposal by the 27th and then we can give you recommendations and changes made by the 30th...

Blake: Send it out, we make recommendations, you change it, and approve it for the AGM.

Shawn: Thursday is cool.

Hubert: Is it also a good idea to let the student population have a say in this?

Joe: That's what the AGM is for right? That have elected us to be their voice, this is a last minute thing but it seems important for the upcoming year.

Shawn: The job descriptions approved at this AGM is in effect on May 1st. Send out on the 26th and recommendations by the 30th.

Joe: Make sure you have a say in it.

Shawn: Make sure you let me know that you've read it.

Olivia: We will go over this online.

TOSA Membership Fee

Shawn: Looking to increase membership fees to accommodate for inflation over the last 3 years – inflation under 5% - keep it at 5% of under.

Hubert: Isn't there a year where we missed inflation?

Shawn: 3 years, 5% increase each year for a few years to catch up

Approvals:

Motion to amend Bylaw IX.6.2

Move to discuss: Olivia

Joe: Helping the executives plan a date for the AGM

Shawn: Prevent last minute preparations.

Move to approve: Nick

Second: Joe

All in favor

Motion to amend Bylaw XII.7.1

Move to discuss: Shawn

Shawn: It has been presidents job since the start and bylaws should reflect that.

Move to approve: Blake

Second: Hubert

All in favor

Motion to amend Bylaw XIII.2.1

Motion to discuss: Shawn

Shawn: To make sure that things are planned will in advance.

Hubert: Also so that the university knows will in advance.

Move to approve: Nick

Second: Blake

All in favor

Motion to amend Bylaw XIII.5

Motion to discuss: Sebastian

Shawn: We don't elections on campus that are online – ridiculously long voting period – structuring the way the election timeline looks – forgot who to vote for because the black out period is so long.

Hubert: At least 3 consecutive days for voting

Joe: If its 3 consecutive weekdays over the weekend?

Olivia: Would the weekend be the black out period – 2 day black out period.

Joe: I don't like the black out period – Wednesday, Thursday and Friday for voting

–

have debate on the Monday.

Blake: This can be done in policy.

Joe: Yah, just the three consecutive weekdays

Shawn: I'll say directly preceding the campaign period.

Move to amend whereas voting would directly preceding voting period: Nick

Second: Joe

All in favor

Updates:

Financial Update

Upcoming Dates:

Semi-formal: March 20, 2015

Olivia: We should all go!

AGM March 31, 2015

Blake: Book the front atrium

Joe: Monday is the 30th?

Nick: Yes, front atrium, Monday is the better day, but there are fewer 6:30pm classes

and a lit of classes ending at 6pm on Monday rather than Tuesday so people could go after class.

Shawn: Monday at 6pm?

Joe: Yes, Monday at 6pm.

Nick: We need to have a critical look into planning.

Hubert: Can we do another tiki bar for the AGM?

Olivia: Yes we can!

Hubert: Then we could do the AGM in the front atrium and have rope – before the

rope you vote – after the rope votes don't count.

Blake: Start at 5:30 on Tuesday.

Joe: The format should have as many of the Bi-law approvals first so since people have to go back to class at 6:30.

Olivia: Tiki bar set up from 5:30 to 6:30

Joe: Just want the bi-laws in the most optimal time for the most people to be there.

Move to adjourn: Joe

Second: Nick

Time: 10:32am

April 24, 2014 Agenda

3:00 pm

Room 116

- I. Call to order
- II. Call for New Business
- III. Approval of the Agenda
- IV. Declaration of Conflict of Interest
- V. Executive Update
- VI. Information/Discussion:
 - 1. TOSA Re-launch
- VII. Approvals:
 - 1. Motion to Approve Job Descriptions
 - 2. Motion to Approve Minutes
 - 3. Motion to Approve Anthropology Club
- I. Updates:
 - 1. Financial Update
- II. Upcoming Dates:
 - 1. Turnover: May 4, 2015