



2017/2018  
TRENT DURHAM STUDENT  
ASSOCIATION BOARD OF  
DIRECTOR MEETING  
MINUTES

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May 30<sup>th</sup>, 2017

**1. Call to order at:** 5:22pm

Present: Alex Bursey (President), Karen, Audrianna, Francesco, Rachel, Katie (VP Campus Life), AJ (Chair), Chandra (VP University Affairs), Nick, Tiffany (minutes).

**2. Call for new business:** N/A

**3. Approval of the last meeting's minutes:** motion to approve, Francesco first, Rachel seconds, all in favour.

**4. Approval of the agenda:** motion to approve by Rachel, second by Francesco, all in favour.

**5. Declaration of conflict of interest:** Nick Ryan: for discussions and decision C, it's my policy, so I shouldn't really vote on it.

**6. Executive Updates:**

6a. **President:** organized office with the team & Tiffany, E-mailed all Trent staff to introduce ourselves, attended monthly Senate meeting, had a 2017-2018 executive meeting with Joe Muldoon, went to the Mayor's Luncheon, call for board of directors, correspondence and conducted Board of Directors interviews, met with Drew from C&C (health benefits) with Tiffany, we discussed new marketing ideas for Coffee and Tea Station, attended TransCon with Chandra (OUSA), set up coffee and tea station, organized and attended a meeting with TCSA, along with Chandra, Katie and Tiffany. Main focus has been working on draft of the budget, which will be presented at the next meeting.

b. **VPUA:** (In no order), made first point of contact with Board of Directors to arrange the first Board of Directors meeting, mental health awareness

announcement at U of T to show support, went to TransCon with Alex for OUSA training and elections, did the Board of Directors meeting surveys, did a Chair meeting and training throughout the month with AJ, bought a laptop for TDSA to replace one of the broken ones, admin training with Chris, Craig, Joe Muldoon, Kelly, Kate, etc., went to a few committee meetings for orientation and training, ordered and re-ordered business cards, helped take inventory of office supplies and organize, helped Katie make edits to club policy, researching possibility of getting lockers, did interviews for the Board, worked on Athletics Agreement with Chris Nelan and Joe Muldoon, looked into the TrentU tap card and negotiation with Trent about the athletics program, worked with Nick's disciplinary policy, research on CPI and made changes to the Employment Policy, started working on Space Agreement for the TDSA office (which ended last April and we didn't have a space agreement for over a year), worked on board training PowerPoint, went to Costco a few times for supplies, working on GO transit issues of their removal of certain stops near the university, had a meeting with Joe about carpooling and having designated spots for carpooling.

c. **VPCL:** lots of re-organizing during the first week, cleaned up old club materials and posters, Two new active clubs, working on orientation events/ideas (cutting concert and making orientation week a full week), having a carnival open to all new and returning students, went to U of T with other executives for the mental health funding media release for post-secondary campuses, reached out to remaining clubs from previous year to see what their turnover plans are, made the Board of Director social media platforms, sent out welcome emails to club executives and made a Facebook group to help them all connect, made some big changes to the clubs policy with Chandra, started some Orientation Week graphics, orientation leader training and took photos, drew up a letter to reach out to local companies for swag bag donations, looking into TDSA branded items for the bags, did the bank signing with Tiffany and executives, updated home page of the website for items of new business, as well as pictures from events from last year, went to Whitby Mayor's Luncheon, attended the Oshawa golf tournament which was a great opportunity to talk to mark Murdock regarding food services and how we can make some changes to the Durham campus, (water issue), met with TCSA like Alex mentioned, met with Craig (and other executives) for solar panel research, stress busting events with a mindfulness meditation

professional for stress-busting events during the school year, met with Ashley Noble to see if we can get a pride flag this month for the flag pole, working on the athletics agreement with Chandra, and also re-photographed of our merchandise for the website.

(Rachel leaves 5:29PM)

## **7. Discussions/ Decisions**

### **7a. Athletics Agreement**

Chandra moves to discuss, seconded by Karen, third by Nick.

**Chandra:** Trent has been trying to take over the athletics agreement for the last three years. This written agreement will allow the university to administer it for one year, whereas the TDSA will have a voice via the Athletics Committee. If they are doing a really good job during the first year, then we will run a referendum during the election period in February 2018, (so that our students do not have to be overwhelmed with surveys, so they will do it all at once). Then our students can vote if the university can take over the athletics program as of May 1 2018. These athletic Committee meetings will be held every month, to set up short term and long term goals. If the university fails to run athletics smoothly, we can take athletics back and run it again on our own.

If the board is okay with the following agreement, we will sign off on it (*Chandra reads the Agreement out loud*).

*Memorandum of Agreement*

*Re: Athletics*

*Between Trent Durham Student Association and Trent University Durham*

*Proposal: The Trent Durham Student Association ("TDSA") and Trent University Durham ("University") are proposing a change in the administration of the Athletics Program on the Durham Campus.*

*Transition: After consultation with the Board of Directors of the TDSA and the Student Affairs Department of the University, an agreement has been reached to transition the administration of the program.*

*The Trent Durham Student Association releases the administration of the day-to-day operations of the program to Trent University Durham under the following terms and conditions:*

- 1. An athletics committee will be set in place to oversee the administration of the program and will consist of the following voting members: the Vice President of Campus Life, two (2) TDSA board members, one (1) TDSA membership student, the University Designate (chair), the Student Life Coordinator, and one (1) other staff member of the University;*
- 2. The University Designate will administer the day-to-day operations of the Athletics program;*
- 3. The University Designate will ensure that the decisions made at the athletics committee are followed within the day-to-day operations of the program;*
- 4. Athletics Committee meetings will be held once (1) per month;*
- 5. The fee that is collected on behalf of the TDSA will be transferred to the University account to cover all of the athletics program costs as determined by the University Designate;*
- 6. A plan will be provided at the beginning of each semester which will outline the expectations of the program, and a report will be made at the end of each semester to outline the achievement of those expectations.*
- 7. This agreement will be in place for the 2017-2018 academic year*
- 8. A review of the transition program will be made in winter 2018 to determine if steps will be taken to transfer the Athletics program to the University.*

*Review:*

*The Athletics Committee will set up a review process in January 2018 and will forward the outcome of the review to the TDSA Board of Directors who will make a decision regarding holding a referendum during the 2018 elections to proceed with the transfer of the Athletics program and fee to the University.*

*Signed,*

*Alexandra Burse, TDSA President: \_\_\_\_\_*

*Date: \_\_\_\_\_*

Joe Muldoon, Head, Trent Durham: \_\_\_\_\_ Date: \_\_\_\_\_

**Nick:** it says the university designate shall be Chair, that sort of means that the Student Life Coordinator can't be the designate? They can't be two members of the committee. So for 2 and 3...basically the Student Life Coordinator is Chris and therefore it wouldn't be Chris running it?

**Chandra:** whoever is directly administering the program, then they will be the Chair.

**Nick:** but Chris can't be the Chair based off #1...that means he can't run the athletics program

**Chandra:** I will make that change.

**Nick:** motion to amend the wording of sections 2 and 3 to include "and/or Student Life Coordinator"

Audrianna seconds, all in favor to amend section 2 and 3 of the athletics agreement.

**Alex:** can you explain what we are getting in return?

**Chandra:** the university has given us the opportunity to put lockers around the school, pending the decision of the Athletics Agreement. As well, they have agreed to donate the Trent U Card pass machine, so you can use your Trent U card to purchase books and merchandise from the TDSA.

**Alex:** this is also a good opportunity for our staff members to come to TDSA and use their balance at the end of the year, instead of them trying to use their leftover money in the cafeteria. As well, the Neighbours Bursary is added to accounts of students who live in the Durham Region this gives them the opportunity to buy their sweaters from us rather than just the booth in the hall.

**Karen:** what do you mean about the lockers? Is this a bribe?

**Alex:** so the lockers would be a great revenue stream for us, so they gave us permission.

**Katie:** we need permission because this is the university's property, for example they wouldn't want us to put up ugly lockers. The university also has the opportunity to make the athletics program even better and bigger than the TDSA can make it. In the past it was run by the university, as it is at most other schools. Which is why it is great that we have the permission to do the lockers. So while we are losing the opportunity to provide a service, we are also gaining another service to provide our students.

**Chandra:** it's not a bribe, because they didn't offer it to us, we asked for it. It was a mutual decision on both parties. The locker revenue stream will continue to flourish for years to come.

**Francesco:** how does it expand the athletics program? Does that mean more teams?

**Katie:** yes. So our intramurals program will grow a lot, as opposed to two days a week last year, this year we are going to do four. They are already doubling. We cannot provide a competitive team with the TDSA but the university can. They already do the soccer team, so they will continue to run things like this. There will also be more athletic student staff members, whereas we could only afford to hire one.

**Nick:** they will put in more resources, particularly this year. There is a huge increase in numbers of students coming in. We are really pushing the civic and gym memberships, etc. if the TDSA didn't do athletics no one would really notice unfortunately because not everyone knows that we do athletics. A lot of the decisions that the university has made this year have been based on the precedent that they get this athletics agreement. There's even been some talk about getting a full time staff member. This is a multi-year plan and they are prepared to take it.

**Chandra:** they are going to be re-purposing their budget as well. So more money on top of the fees we collect from students.

**Francesco:** say we wanted to start a hockey team? Or a basketball team? How do we accommodate that?

**Katie:** so Waverly Public School can be rented out for a very inexpensive price. 3 days are going to be designated for intramurals that are the same every week,

and then we have one day for whatever the students want to use it for (a fluff day) could be designated for a competitive basketball team and we could schedule the tournaments and if TDSA wants to continue to do dodge ball tournaments we can do that as well. Hopefully in the future we can do things like hockey.

Motion to approve the athletics agreement by Chandra, seconded by Francesco. All in favour.

### 7.B. TDSA Clubs Policy (VPCL)

Motion to discuss clubs policy by Katie, seconded by Karen, all in favour.

**Katie:** at the last board meeting we have brought back SCC.

Motion to approve the policy section by section by Katie, seconder Audrianna, all in favour.

**Katie:** policy now requires clubs to be ratified by the SCC and the VPCL, instead of being ratified by the Board of Directors. (Yellow things are newly added items and green are things that are scored-out).

**Karen:** what will be on the clubs application forms?

**Katie:** (*presents club application package*) All clubs, new and returning will have to submit this application process, which helps clubs plan ahead and increases communication between the club and the VPCL. Club membership lists also need to be brought back. There is also a form for events and activities that are planned for the entire year, ahead of time. This will be sent out over the summer and will allow the club executive to let the VPCL know what time of year various events will be happening, to prevent event overlap. This will all be available online, so you do not have to fill it out by hand. This shows the VPCL that the club is still interested in running and has plans to sustain themselves with events.

**Audrianna:** when would that events list be due by?

**Katie:** at least a month before clubs start, which may be August 1. That gives time for the clubs to get organized. Although not everything has to be set in stone for August.

**Chandra:** a month before the clubs start. So what happens when I start my club in October?

**Katie:** so a new club is different. This has to be completed before the club is ratified. After I have their full package it will be brought to SCC and voted on.

**Audrianna:** so anytime of the year.

**Katie:** new clubs can fill it out anytime, but for returning clubs it needs to be done in advance

**Chandra:** what happens if the club doesn't hand it in on time?

**Katie:** they will be spammed with E-mails and if they show me that they are disinterested then they can be de ratified.

**Chandra:** so if we de ratify TESSO for example, but then in September they submit the form, can we re-ratify?

**Katie:** you have to wait one full year for a club of the same nature to be ratified. That's not a process that can happen by club policy.

Motion to approve, by Katie, first nick, second Karen, all in favour of section 1.

**Katie:** section 1B. Defining a corporation year which is September to April in this case for the club activities. Then we had to define an on-campus event, which does not include a regular club meeting, so this means everyone can attend.

Motion to approve 1b, Nick first, Francesco second, all in favour.

1C. All in favor.

1E got re-titled. Added in a yellow section regarding returning clubs. They must complete the club app package before the start of the academic year. Club exec

must not host events until approved by VPCL. Scratched out Board of Directors and changed to SCC. SCC is granted 48 hours to reply to the ratification of a club.

**Katie:** Clubs that are submitting applications for the winter semester, we had been cutting their funding to 50% to reflect the amount of time they have to host events. But now that does not apply because of the change in club funding.

Motion to approve, second Karen, all in favour. Section 1E approved.

**Katie:** 1F , #2 added at the bottom that extended exec can have signing authority to the club as approved by the VPCL.

#3 As well, club executives who wish to be an executive on more than one club can be approved by the VPCL. Where as in the past they could not. This must be submitted by a formal application. The individual must do the work and prove that they are fulfilling all of their responsibilities. Bad apples will be filtered out. Enthusiastic people will be given the opportunity to contribute.

#4. There will only be one extended executive, as they are well managed with three and only one more is enough. Seven is a little excessive. Should the club retain 25 active members in the previous year, they can have an extended exec. If it drops down, below 25, then the extended exec will just become an active member. Should they drop below 25, they will have a full year to get their numbers back up.

#6. We've added that the members of the TDSA executive/staff/university staff/faculty/alumni shall not be executives on any clubs.

#8. Eliminate the 50% of the funding for the winter year.

#12 Defined academic year, September to April

#13 if a club makes policies then the VPCL must have a meeting with them. Students are supposed to feel welcome in a club. In no way is a constitution is a bad thing, but we need to have it approved by a committee before members see that.

#16. Each club executive is expected to fill out a separate form based on the requirements of their reimbursements. If you made the purchase for your club, then you are getting the money back directly.

Motion to approve by Chandra, second by nick, all in favour.

Section 1G. We have added de-ratification process. Added in some clarification (5 days of waiting is 5 consecutive)

Motion to approve by Katie, second by Audrianna, all in favour.

**Katie:** 1H. Board of Directors changed to SCC

Motion to approve by Katie, seconded by Nick, all in favour

**Katie:** 1i. Established the TDSA as the “Student Association”, the academic year as September to April.

d. all clubs executives must attend mandatory club meetings. Not limited to one scheduled meeting per semester, as scheduled by the VPCL. Clubs executives can connect with each other on what they did this semester and encourage the executives to step up their game.

Changed “fiscal year” to “academic year”.

We have removed the banking signing authority.

**Audrianna:** point of information: so all the executives attend the meeting? Not just one executive?

**Katie:** the reason why we want to have all of them there, is because we want to have a strong executive team of your 3-4 per club. Everyone needs to come and hear the information. This is also teambuilding and an opportunity to connect with other clubs and groups.

Motion to approve by Katie, second by Alex, all in favour.

**Katie:** Section 1K. We have added that a formal 'Club Funding' form must be completed. Executives must fill this out for their funding, to apply. Anything under 10 is fine without approval. Anything more needs the form. At the last Board meeting, it was approved that any amount under \$500 can be approved by the VPCL and so this has been lowered to \$250. Which the VPCL can consult with other executives or the SCC.

In the event that the club wants to exceed \$250, the proposal must be approved by the SCC.

If the VPCL suggests foul play and club executives are not operating in good faith, the VPCL has the right to withhold reimbursements. (40 \$ cake example in \$10 increments of their receipts is not a purchase in good faith).

For purchases that are more than \$250, then we need four weeks in advance (250 is 2 weeks to be approved just like a regular event). For example if TESSO needs to get a bus for their event, which is proven a successful event, they can come to us instead of the Initiative Fund. This will prevent clubs from wasting money at the end of the year.

New clubs will be given \$50 which is not something that they have to apply for. The reason for this, is to prevent new clubs from being overwhelmed or intimidated. This allows them to buy coffee or snacks for an initial meeting.

**Chandra:** it think this is contradicting the entire funding policy. If a new club is coming up in January do we cut it in half because we just got rid of that portion of the policy.

**Katie:** no. because that's such a small amount and last year 6 clubs came about in the second semester.

**Chandra:** so if we say that we are going to allocate 50 dollars for new clubs do we have to set aside 300 from the clubs fund so we don't run out of money.

**Nick:** I think it wouldn't be a problem halfway through the year. If we are running out of money halfway through the year, then we can foresee things. And make decisions based on that, at the SCC meetings. The funding approval method still gives us control.

**Karen:** I agree with Chandra, I think it's better just not to give them anything. If you do training I don't think it would be intimidating.

**Katie:** right.

**Audrianna:** what is the overall club funding?

**Katie:** our last academic year it is around \$6000.

**Alex:** so the reason that we didn't want to do a separate budget line for new club funding is because we want to make sure there is enough for lots of new clubs, to create at her discretion. I need to call recess at 6:45 to leave.

**Chandra:** having this in policy means that we have to set aside the money in the budget. This cannot be used for current club events. Because if you're new, we promise to give them 50. How are we supposed to get the average or be prepared to know how much to set aside.

**Katie:** I'm not too sure about that. I don't think it has to be allocated from one line in the budget. Not all of that money in that line has to come to clubs by filling out the paperwork. I have talked with Alex about it, if a club is going crazy we will try to slow them down, we can try to find room in that area. Which is why I was thinking of just doing the \$50. In one budget line.

**Nick:** I think, the giving them \$50 is redundant because if they are going to hold an event and form a club then they have an event in mind. The first thing that they're going to do isn't buy pizza. And if it is, they have the \$10 grace fee. If they are nervous to go to Katie to apply for money, then why are they a club? If they are worried about applying for things or being worried about events not working, etc. they have to apply like everyone else.

**Chandra:** what Nick said. It's redundant.

**Katie:** I'd like to challenge you Nick. That was my situation. I had to be pushed to go and see Nick (Ashmore) when I wanted to get involved on campus. I do get what you're saying and it is based off the VPCL's personality, it's not hard to complete the funding form and hand it in, but it can be intimidating sometimes.

**Alex:** last year there was \$6000 allotted for clubs and they only spent \$3800, just to give you an idea.

**Chandra:** motion to amend. Because it is that low, to create a second line

**Alex:** what if someone comes second semester and the money runs out?

**Chandra:** but you don't want to be giving away money from the actual clubs line.

**Katie:** I do like the idea.

**Nick:** it would be a really *good* problem to have too many clubs. But this is realistically not a problem until it happens. We are over planning it. We can have this discussion if and when the money runs out.

**Alex:** what do you suggest?

**Nick:** \$50 base for everyone or just new clubs. Clubs don't change that much year to year, spending wise.

**Alex:** so I think that's also our point. We aren't expecting new clubs, so why can't it just be from this large sum of money

**Katie:** what if there is a club that wants to apply for a new club, that didn't need money in order to run? We need to consider that, in which the \$50 will be wasted.

**Chandra:** the current funding for clubs says that if a club wants more than \$500 they can apply and its first comes first. This ensures that clubs get that \$50 budget no matter what.

**Alex:** cap the list so we can vote on this and then recess.

**Nick:** the solution would be to put the option to apply for the \$50 right off-the-bat on the club application form. If they don't need it, they won't apply. If they need more, they'll ask. We can have like \$500 set aside and then we won't waste money and we can turn down the application if the money runs out.

Motion to amend section 1k. By Nick, upon the application of a club it shall be included in the form to apply for \$50 of start-up funds to be approved by VPCL. Second by Audrianna, all in favour.

President has requested to cap the list. Seconded by nick, all in favour for capping the list of this motion.

**Katie:** in order to be reimbursed, an executive has to be the one to bring in the reimbursement form. Also we've added that club members cannot make purchases on behalf of the club.

Motion to approve this section by Katie, seconded by Chandra, all in favour.

**President:** recess.

Karen seconds, all in favour for recess. Recess called at 6:49PM. (Return in 5 minutes)

### **Call to order at 6:55pm**

Returning to club policy discussion

**Katie:** 1L. We have put in that SCC and VPCL must approve sponsorship.

**Francesco:** what do you mean by sponsorship?

**Katie:** using TWSG and the Vagina Monologues as an example, the Denise House sponsors their events. So to have a sponsorship with an organization, it has to be approved by SCC. Maybe wild wings want to support your event that has to be approved. We want to make sure it is a sound organization that we want to have affiliated with the TDSA. We cannot approve inappropriate sponsorships.

**Francesco:** makes sense

**Nick:** It's method of protecting ourselves. Especially for political groups affiliating themselves with outside organizations that don't uphold our mission statements.

**Chandra:** because of the sensitive nature, instead of the VPCL and the SCC, should it go to the Board of Directors. Because it's institutional?

**Katie:** I think SCC first. Because it could be mild. We could amend as well, by the discretion of the VPCL can be brought to the Board of Directors?

Motion to make an amendment by Katie, second by nick, all in favour.

*Clubs may seek sponsorship with the approval of the VPCL and the SCC, to the discretion of the vpcl, can bring the sponsorship for the board of directors for approval.*

Motion to amend, second by Francesco, all in favour. Amendment approved.

Motion to approve this section of the policy by Katie, Audrianna seconder, all in favour. Section approved.

**Katie:** 1m. 21 days getting changed to 2 weeks under \$250 and 4 weeks over \$250.

**Chandra:** what if they don't meet the deadlines

**Katie:** the event won't be approved. They shouldn't be making posters or anything until it is approved

**Chandra:** For example, if TESSO wants to do a poetic Valentine's Day event and they miss the deadline to give you the form. Are they allowed to do that?

**Katie:** that would be their fault. There have been issues like this in the past where clubs want to have events the next day. They need to realize that there are procedures and they need to be held to the same standard.

**Francesco:** how do we expect them to know this? What if they don't read it?

**Karen:** as an exec, I know the policies just because you have to meet with the VPCL and I have a book with all the policies. Also you can put it on the form every year now. It would be their own fault if they don't know.

**Katie:** I will be drilling it into their heads. Its standard procedure and this will be emphasized in training. I "STRONGLY ENCOURAGE" everyone to read the full clubs policy. But I will break down the five major points for those who do not read the entire thing.

**Nick:** probably not going to be me next year setting up for events. I will be requiring minions and I will be assigning a couple of student employees to every event for set up and sound and anything you need. So in order to book people, we will need the proper notice. It will not just be me floating around and ready to be on call. We need to allocate those resources.

**Chandra:** motion for an amendment, it says clubs shall be contacted via email, the form must be submitted 21 days prior to the event. We need to say that depends on the form you are submitting. The 2 week or the 4 week.

**Katie:** would a Trent Risk Assessment form need to be sent back in 2 weeks?

**Chandra:** that says off campus events. Is that a large or small event?

**Nick:** the 21 days is because it has to be submitted to Trent.

**Katie:** this is just a question directed at anyone, would it make more sense to....Never mind I will draw my statement.

**Chandra:** so should all off campus events be classified as large events?

**Katie:** I think that we should classify any off-campus events as a large events so that the 21 days would be the 4 weeks talked about earlier.

**Chandra:** motion to amend this.

Nick second, all in favour. Amendment approved.

Motion to approve, Karen seconds, all in favour. Motion approved.

**Katie:** Section on accounts being frozen no longer applies, so we took that out. Because clubs do not have the direct funds in which to be frozen.

Motion to approve, second Francesco, all in favour, section approved.

**Katie:** 10. failure to find exec turnover by the time that the academic year begins, then you will be de-ratified.

Motion to approve, Chandra seconds, all in favour.

**Katie:** 1P. Previously it said CEO (Chief Elections Officer) to clarify. There was a section for removal of members. Motion to approve this section of the policy.

Chandra seconds, all in favour. Section approved.

### 7.C. Disciplinary action policy (Nick and Chandra)

**Nick:** this is all a brand-new policy. Lessons have been learned from last year and we didn't have any guidelines to go off of. This is also going to make it very difficult to get to the stage of impeachment hearings, because it should be an escalated option for very serious cases.

Motion to approve this in sections, second by Chandra all in favour.

First section discusses section 10F, disciplinary standing committee. This shall concern itself with any and all disciplinary complaints, which includes directors,

office audits and in-office discipline. If one executive doesn't feel comfortable writing up another executive, the disciplinary committee can do that for them.

**Nick:** The chair, two board members and one or more members of the corporation, are all parts of the committee.

Motion approve, Katie seconds, all in favour, section approved.

Under operating policies. These includes the procedures for complaints.

Section 11.1 on reporting.

**Nick:** In the past the person approached all of the people quietly, so this will help streamline who the person should go to is. Any and all complaints should be made with the chair of the Board of Directors. It can include a written letter summarizing the events. If the complaint concerns the Chair, it shall go to the least interested party of the executive team.

**Audrianna:** the Chair is formed based on the complaint?

**Nick:** default goes to AJ, if it's about AJ it goes to the executive, if it's about all four them, then it can go to any of the Board of Directors. Unless we vote to replace the chair.

Motion to approve (by AJ)? Chandra second, all in favour.

11.2 The chair responsibilities.

**Nick:** Both parties must be suspended with pay. Basically last year, the person's who's complaint was made against, was not suspended for two days. And they had access to all of their accounts. And if they knew they were guilty they could have done anything they wanted. As well, we cannot unfairly punish that person because we don't know if they're guilty. So we will remove both parties from their duties. So that no one is unfairly punished. Parties can get special permission to carry out duties such as previously scheduled meetings.

**Katie:** what about like email exchanges that need to happen? For example, to get semi to run. The person wouldn't have access to email. And if it's required to send emails.

**Nick:** they can apply for essential services. Or the Board can replace the VPCL for the duration.

**Karen:** can another executive take on those duties?

**Nick:** the executive replacement structure is different than this reporting structure if the President is out, VPUA takes over, if VPUA is out then the President takes over, if VPCL is out then a board member can be appointed temporarily.

**AJ:** pertaining to this section, I think Karen was thinking like is that person replaced by another in terms of emails and essential duties.

**Chandra:** I don't think the board would deny, because it would be hard to fulfill their duties/shoes.

**Nick:** Katie can also apply to continue work as normal if she wanted. It's usually for the offender that the special permission is given.

**Nick:** D. the chair shall notify the disciplinary committee, as well as the Operations Coordinator that a meeting has been called. As well ensure a copy of the complaint letter is circulated to all those mentioned in the letter, including witnesses and offender. The offender has the right to see the letter that they are being charged with, the witnesses need to know how their words are being used and Tiffany needs to know what is going on with her employees. You also cannot be on the disciplinary committee if you are the one being disciplined. Also if we run out of Board members, then we can bring in additional TDSA members.

**Nick:** The chair shall also deliver the final decision within 48 hours of the decision being reached, this will be shared on the TDSA website.

**Chandra:** motion to amend, it will read "who will have" and not "will has".

Motion to amend the grammatical error, second by Francesco, all in favour.  
Amendment approved.

**Nick:** this whole policy is just based off all the individual errors/holes from last year. We all signed non-disclosure agreements and could not tell anyone even when we were questioned. We needed to respect the people involved but also wanted to remain transparent.

**Katie:** that was also something brought up via social media and the website in the comment section.

**Audrianna:** like a short form without giving specifics and names?

**Nick:** we have to give names. But not specifics. We need to announce who we remove.

Motion to approve, second by Audrianna, all in favour. Section 1.2 approved.

**Nick:** 11.3 committee must follow Robert's Rules and the agenda. Last year we had some people crying during the vote and that was not a good thing to happen while the vote was happening. So this needs to happen. You can feel free to disagree.

**Chandra:** it just makes sure that the Board or committee is being objective and we are not being distracted by emotions

**Katie:** you want your choice to be made on the act that has happened and not the personal reaction to a certain individual.

**Nick:** this section explains how the impeachment hearing can come about.

Motion to approve by Katie, seconded by Audrianna, all in favour. Section approved.

**Nick:** internal audit procedures. We performed an hours audit last year, which didn't really go well because we didn't know what we were doing. This ruined the whole point of the audit. This is meant to provide guidance.

**Katie:** can we have the wording of "the Operations Coordinator *and* the committee"? Because that's in her job description. If the Operations Coordinator doesn't know, should that be a problem. Should it say and/or?

**Nick:** if tiffany is not in the office, it's a weird situation if you're in there and I asked you for the hours book, you can say that tiffany isn't there so you can't give it to me. With the "and/or", anyone in the office will witness it and then you can

tell the other members. If its “and” then I could leave and you’d have the chance to edit the book when I leave without the book. The removal of audit materials can be kept on campus. Maybe we can utilize one of our future lockers to keep the items. I cannot take the items home. Audits must be done for all parties. Last year it was requested for one individual, but we performed the audit for all the parties.

**Chandra:** I’m okay with that because it makes sense. You want to audit in good faith.

**Nick:** In section F, I need input from you guys.

**Karen:** The Disciplinary Committee can make the decision at their discretion.

**Chandra:** It can be complicated to define minor or major issues

**Audrianna:** it can get personal

**Nick:** do we want to define this at a later date?

**Katie:** let’s do it at a later date.

**Chandra:** propose that nick can draw up different scenarios

**Aj:** motion to table section F and G. second Audrianna, all in favour (for F and G only).

**Nick:** In the second F and G...if an employee is over a lot of their set hours they must have a plan to utilize them. We can mandate them to take that time off. We need to quantify how much over their allotted time, at any one time.

**Chandra:** Executives are allowed to bank hours with permission for their other executives. If I am planning a vacation, I can bank hours and it has been approved, it does not fall under this. There is a reason for this.

**Nick:** this is for if there is random unnecessary hours.

We discuss the usage of banked hours.

Tiffany questions the cap of using your banked hours. We would possibly discuss in office. Timeline for when the banked hours should be completed. When hours are banked not through choice (ie. orientation) it is understood that we will be banking a lot and we can make a plan of when to use them.

**Chandra:** so this policy does not concern itself with accounted banked hours. Let's say Katie is over 40 hours because of Orientation and this says if you're over 35 then she gets to take some time off. But we all have permission to do that.

**Katie:** course of action for being proactive. But there needs to be a discussion about when can I take the banked hours off? Instead of sitting on them and decide to take my hours on a whim, just when I don't feel like being in the office.

**Nick:** motion to amend, if an employee is found to be over their allotted hours by X and said hours are unaccounted for in the internal executive committee, the disciplinary committee reserves the right to establish a timetable with the employee with how the hours are to be used.

**Katie:** if the disciplinary sits down with the exec and they refuse to give the timeline, then what? Like what if I say I want to just use them whenever I want?

**Chandra:** well then that would be you setting up a timeline. Also let's retract the amendment because it says with consultation at the end. So the amendment is not needed.

Motion to approve the amendment? All opposed.

**Nick:** Now we have to quantify what is over?

**Chandra:** 35 hours.

**Karen:** what's a full work week?

**Katie:** 35

**Aj:** all agree? Motion to approve?

Katie seconds, all in favour.

**Nick:** G. if an employee is under their hours they must provide how to make up their hours. If you are between 0-15 what is going on? Slow week? If it's over 15 then maybe we need to give a written warning?

**Karen:** are you proposing that "X" is 15?

**Chandra:** I would like to propose 18 as the number, as it is half the work week.

**Katie:** I think that it's hard to quantify overage as a number. I propose a percentage of a work week because 10 hours in the summer isn't a lot in the compared to fall/winter

**Chandra:** I agree with 50% and not 25%. Leeway for emergencies. And 25% is restrictive on anyone

**Katie:** I agree with 50% but in the summer that is a lot. 18 missed hours in the summer is a lot of missed time. Do the Vice Presidents have a separate percentage than the President? Because we work different hours during the school year.

**Chandra:** 50% in summer is 18 hours. In the summer for all of us. If you are under than that means you are not fulfilling all of your duties. During the school year we drop to 25 and 30. Which is 12.5 and 15. But if we do 25% we are subject to discipline for 6-7 hours.

Tiffany answers nick question about how she feels about the percentage. She agrees with more leeway for Vice Presidents would be wise because they are working fewer hours and usually are in more classes than the President?

**Nick:** we should do the percentage instead of focusing week by week, how we did last year. But if we're using percentage here then we should go back and do percentage for being over as well.

**Katie:** I have some concerns with having so much leanly with the Vice Presidents. Say everything is taken care of in their job description, other things they can dedicate themselves to might be over looked.

**Nick:** amendment. 30% under, for full time employees (President and Operations Coordinator), 50% VPs.

Over hours 100% VPs and 150% for full time.

**Chandra:** I think the over should always be the same.

**Nick:** okay so 100% over for everyone.

Motion to amend 100% for over hours for everyone and 30% under for full time and 50% VPs.

Karen second, all in favour.

Motion to approve, this section with the exception of the 2 sections. Karen second, all in favour

### 7.D. locker quote

(Chandra) motion to discuss

Second Francesco, all in favour

Brand basics quotation gets handed out. Trent looked into this quote in 2014 and it was around \$14,000. We are looking at locker sets that are 3 lockers high.

(Chandra presents all details regarding dimensions of the lockers)

**Chandra:** We are looking at the investment of \$6215, and we are proposing \$6500 in case we go over on any installation fees or anything. We are going to be renting them out around \$25 per semester of \$40 for the whole year. We would make \$2400 from them by the end of year one if we rent them all out. It will take about 5 semesters to earn back the cost of the lockers, if we rent out all of the lockers every time at \$25. We have done surveys in the past that show that there is interest in students having lockers.

**Karen:** is that interest here this year?

**Chandra:** we think it would go fast. We could start a wait list and invest in more lockers if we run out. But we are assuming the interest is still there.

**Francesco:** we could ask them for a discount on the lockers and we are expanding rapidly. 120% increase. We could tell them we will come back to them for more in the near future.

**Chandra:** the company does business with Trent Peterborough and already have a relationship with them. And this price already accounts for the discounts.

**Nick:** point of information. This wouldn't actually come from the operating budget but from the reserve. So it would not affect this year's operating budget.

**Katie:** in terms of current interest. There was a question in the last survey that went out, there are results on how many students are interested. Now that Justin is gone we will try to find out that number that he had. Also many students do not do the surveys. There may be students out there who want lockers but don't want to spend 30 minutes on a long survey. We know this will create future revenue for the future.

**Audrianna:** so you can only rent for one semester? What if I want to go to the civic every Monday like we can't rent it out for the week?

**Chandra:** we have to do it semesterly or yearly because the schedule will become too chaotic. These are not gym lockers.

**Katie:** right, if you were going to the civic you can just use their lockers

**Francesco:** what are they like?

Chandra shows pictures of the lockers and explains why they are wooden as opposed to metal ones. TDSA will be in charge of administration of the lockers. Students get their own locks

**Katie:** what about damages?

**Chandra:** we will have to figure out logistics. We are just in the planning stages.

**Karen:** where are we putting them?

**Chandra:** we agreed for in front of room 114 (left side of this hall) and in front of room 105. So the green walls with the indents. However because of the tiled baseboard, Dave suggested they increase the height of the locker so it doesn't collide with the tiles (tiles would cost a lot to remove) and then they suggested in front of room 109 and room 110, but because it's in front of the accessibility offices that wouldn't be good. We are still discussing.

**Nick:** I don't think that would increase the cost that much

**Chandra:** that's why we're asking for 6500 just to make sure.

**Karen:** I just put my stuff anywhere because we're just such a small school. I trust no one will take it. I feel like lockers will take away that feeling of safety like you have to put your stuff in there. Like I leave my cell phone out for hours at the charging station and trust no one will take it.

**Chandra:** it's more for people who are taking the bus and they can leave giant psych textbooks in there and not have to carry it around on the bus, etc. Just a convenience aspect and not security.

**Aj:** also with our school expanding, who knows how the safety will decrease or increase. I might not be able to leave my laptop.

**Francesco:** someone stole my charger once. Maybe they thought it was theirs. But I went to the bathroom and came back and it was gone.

Nick: I'd like to call the vote

Motion to approve the locker purchase at the max of 6500.

Seconded by Audrianna, all in favour. Motion approved.

### 7.E. Compensation Policy Update

(VPUA) updated section A. exec compensation.

**Chandra:** It was previously approved that exec increases on May 1 CPI increase. Its 2.1% but before we motion, I'd like to motion to amend the literature in the compensation policy to reflect that we will be using the January 1st CPI.

Karen seconds, all in favour.

**Chandra:** so basically moving to January 1st, every year it has been a tradition to come to the board meetings and vote on their own wage increase, which looks bad and makes Tiffany's job harder and she has to back pay. By changing to January 1st, we will have the results at the April meeting so outgoing executives can approve the incoming pay increase. Also we are changing the wording to "hourly".

**Nick:** point of information...if its 2.1 then it becomes like 13.70 or something right?

**Karen:** yes he sent out a list.

**Nick:** the math is wrong though.

\*Chandra fixes spreadsheet

Motion to amend math. Seconder Audrianna, all in favour.

\*Chandra explains to Karen why tiffany's is 5% for her performance review\*

Motion to approve. Karen second, all in favour of new pay scale.

**Chandra:** motion to approve the CPI to be collected on January 1<sup>st</sup> from Statistics Canada every year.

Second nick, all in favour. Approved.

### 7.F. De Ratification of Clubs (CL)

7.F.i De ratification of *The Rhythmic Society*.

**Katie:** Be it resolved that: The 2017-2018 TDSA Board of Directors approve of the de-ratification of *The Rhythmic Society*.

Whereas: The club has been inactive this entire Academic year.

Whereas: Club executives do not wish to continue running the club.

Whereas: The club members and the club itself has been adapted into the currently active Acapella Club on campus, *High Keys*.

Motion to approve the de ratification, nick second, all in favour.

7.F.ii De ratification of *Ethical Enterprise*.

**Katie:** Be it resolved that: The 2017-2018 TDSA Board of Directors approve of the de-ratification of *Ethical Enterprise*.

Whereas: The majority of the club's core members are graduating this year.

Whereas: The remaining members of the club have expressed that they do not have the time to dedicate for club responsibilities.

Whereas: The club executives do not want the commitment of running the club this year.

Motion to approve the de ratification of the ethical enterprise, Chandra second, all in favour.

7.F.iii De ratification of *Disciples on Campus*.

**Katie:** Be it resolved that: The 2017-2018 TDSA Board of Directors approve of the de-ratification of *Disciples on Campus (DOC)*.

Whereas: The club does not have the executive turn-over in order to run next year.

Whereas: The only club executive that is carrying on with the club does not feel that she can find replacements for the vacant executive seats.

Whereas: The only club executive remaining does not feel that she can begin the Academic year with running the club all on her own.

Motion to approve de ratification of DOC. Karen second, all in favour.

## **8a. upcoming dates**

- i. Convocation June 14<sup>th</sup> (President spoken by Katie) we do need volunteers for convocation. Training is happening soon. Please E-mail Kelly or reach out to us.  
Motion to recess at 8:46.  
Meeting continues at 8:48

- ii. June orientation: June 23<sup>rd</sup> and 24<sup>th</sup> (VPCL) need volunteers for sign in. let us know.

Table remaining stuff to be sent out in an email for tomorrow.

b. others

- i. **academic bulletin boards (CL)**

- ii. **board of directors wall (CL)**

- iii. **Website and pictures for bios (CL) tabled**

- iv. **Board of director retreat (UA) please let us know for any ideas for this.**

**Francesco:** I was thinking if we can make business cards for board of directors? I don't want to write down my email on a sheet of paper.

**Chandra:** let's discuss this later for a cost effective way

**Karen:** for all these sub-committees when do we do choose for them?

**Chandra:** next meeting.

**Audrianna:** when do we do training?

**Chandra:** June, maybe weekend or weekdays.

**Karen:** 18<sup>th</sup> is fiesta week. So I can do before or after that. So maybe 25<sup>th</sup>?

**Chandra:** let's do an online poll

Motion to adjourn

Meeting adjourned at 855pm.

Accompanying Documents:

**Memorandum of Agreement  
Re: Athletics**

Between  
*Trent Durham Student Association and Trent University Durham*

*Proposal:*

The Trent Durham Student Association (“TDSA”) and Trent University Durham (“University”) are proposing a change in the administration of the Athletics Program on the Durham Campus.

*Transition:*

After consultation with the Board of Directors of the TDSA and the Student Affairs Department of the University, an agreement has been reached to transition the administration of the program.

The Trent Durham Student Association releases the administration of the day-to-day operations of the program to Trent University Durham under the following terms and conditions:

1. An athletics committee will be set in place to oversee the administration of the program and will consist of the following voting members: the Vice President of Campus Life, two (2) TDSA board members, one (1) TDSA membership student, the University Designate (chair), the Student Life Coordinator, and one (1) other staff member of the University;
2. The University Designate will administer the day-to-day operations of the Athletics program;
3. The University Designate will ensure that the decisions made at the athletics committee are followed within the day-to-day operations of the program;
4. Athletics Committee meetings will be held once (1) per month;
5. The fee that is collected on behalf of the TDSA will be transferred to the University account to cover all of the athletics program costs as determined by the University Designate;
6. A plan will be provided at the beginning of each semester which will outline the expectations of the program, and a report will be made at the end of each semester to outline the achievement of those expectations.

7. This agreement will be in place for the 2017-2018 academic year
8. A review of the transition program will be made in winter 2018 to determine if steps will be taken to transfer the Athletics program to the University.

*Review:*

The Athletics Committee will set up a review process in January 2018 and will forward the outcome of the review to the TDSA Board of Directors who will make a decision regarding holding a referendum during the 2018 elections to proceed with the transfer of the Athletics program and fee to the University.

Signed,

Alexandra Burse, TDSA President: \_\_\_\_\_

Date: \_\_\_\_\_

Joe Muldoon, Head, Trent Durham: \_\_\_\_\_

Date: \_\_\_\_\_

### **Operating Policy X Standing Committees**

f. Discipline: The Disciplinary Committee shall concern itself with any and all disciplinary complaints concerning directors, internal audits requested by any member of the corporation or any interoffice disciplinary procedures unable to be handled by the executive committee. Additionally the Disciplinary Committee shall have the right to order an internal audit of any work related issues including but not limited to: attendance, productivity, finances, conflicts of interest, interpersonal relations, workplace environment etc . The Disciplinary Committee shall consist of the Chair of the Board of Directors who will serve as chair of the committee, 2 board members and 1 or more members of the corporation. The Committee shall have the power to issue verbal or written warnings without the consultation of the board. Any action resulting in monetary, extra-curricular

(workshops), or impeachment actions shall be subject to board hearing processes.

## **Operating Policy XI Discipline**

### **11.1 Reporting**

a. Any and all disciplinary complaints shall be made to the Chair of the board of Directors if disinterested. Any complaint shall take the form of a written letter summarizing the offence and those involved both offended, offenders and witnesses.

b. If the complaint is concerning the Chair of the Board of Directors the complaint shall go to the least interested executive director. If all afore mentioned parties are interested the complaint falls to a disinterested member of the Board of Directors. This party would then act as chair of the disciplinary committee, assuming all responsibilities outlined in section 11.2, until such time as the disciplinary proceedings conclude.

### **11.2 Chair Disciplinary Responsibilities**

a. The Chair of the Board of Directors shall act as the Chair of the Disciplinary Committee. If the Chair is an interested party their duties shall pass down the established reporting structure as laid out in section 11.1

b. This party then assumes the responsibilities listed below.

b. Upon the receiving of a complaint the Chair shall immediately contact the disciplinary committee for a simple majority vote to suspend both the offender and offended with pay (if applicable) for the duration of the disciplinary proceedings. Both parties may apply for special permission to continue essential services subject to board approval.

c. Upon the receiving of a complaint the Chair shall convene a meeting of the Disciplinary Committee at the earliest possible time in which 75% of the committee can attend.

d. The Chair of the board of Directors shall notify all members of the disciplinary committee as well as the operations coordinator that a meeting has been called. As well as ensure a copy of the complaint letter is circulated to all those mentioned in the letter, including witnesses and offender.

e. If one of the members of the Disciplinary Committee has submitted, is sighted in, or the subject of, the complaint in question they shall be considered an interested party and shall be relieved on their duties on said committee by the Chair for the duration of the proceedings.

f. If there is an interested party on the Disciplinary Committee the Chair shall replace said party with a disinterested Board Member or member of the corporation.

g. The Chair of the Board of Directors shall chair the disciplinary meeting and will deliver the final decision reached by said Committee/Board within 48 hours of the decision being reached. The Chair will prepare a public statement that will be posted on the TDSA website. This will be the document referenced by any board member who has signed a nondisclosure agreement. In the public release a brief summary of the bylaws broken must be provided. No specific evidence should be provided in line with the nondisclosure agreement. (ex. A number of altercations occurred in which offensive language was used which violates bylaw #35 of our Policies and Bylaws handbook. The board of directors/Disciplinary committee has deemed it fit to impose a written warning to insert position and name here. For any further questions please contact the Chair of the Board of Directors or your program director.)

### **11.3 Disciplinary Meeting Procedure**

a. Upon the assembly of no less than 75% disinterested parties the meeting shall follow Robert's Rules of Order.

b. The meeting shall follow the agenda as set by the chair.

c. Once the agenda is approved the chair shall read out the letter of grievance provided by the offended party.

d. The offender will then have the chance to respond to the complaint either in person or by written response, by the discretion of the offender and chair. Once both statements are heard both offended, offender and any witnesses must remove themselves from the meeting. The meeting will continue in a closed session to ensure free and open discussion.

e. Upon entering into closed session any member of the meeting may propose to adjourn the meeting or to take disciplinary action.

f. Disciplinary actions can take the form of a verbal or written warning. The committee can also recommend harsher punishments, however these are subject to board procedures.

g. If the disciplinary committee votes to move to impeachment proceedings the meeting shall adjourn. Upon which time the Chair shall inform all elected officials of the nature of the offence and shall organize an impeachment hearing

h. Any and all decisions must obtain a simple majority vote in order to pass.

#### **11.4 Internal Audit Procedures**

a. Upon the request of an audit the chair will assemble 2 disinterested board members and will inform all board members or subjects of the audit that an audit is being conducted. As well as collect all relevant digital and physical data.

b. Upon the request from a member of the organization or the Disciplinary Committee any and all relevant information shall be acquired from the office with the express witness of any member of the executive committee or the operations coordinator. All materials obtained may only be examined in the presence of the chair and the two directors assigned to the audit.

c. All relevant physical and digital material must remain unmodified for the duration of the audit. During the time in which the material must be stored it is to be stored in a secure locker/locked box on campus grounds. Any physical material must remain on Trent University grounds.

d. Any review of material shall be reviewed by no less than 3 officials of the corporation. The three officials must include the chair and two board members.

e. Audits may not be targeted to an individual employee. Any audit must be holistic as to avoid any targeted harassment.

f. If an employee is found to be somewhat neglecting their duties, somewhat creating a hostile work environment, or otherwise in minor violation of bylaws they shall be provided a written warning by the auditors subject to majority vote by the disciplinary committee

g. If an employee is found to be majorly neglecting their duties, majorly creating a hostile work environment or otherwise in major violation of bylaws they shall be subject to a higher level of punishment as subject to the recommendation of the auditors subject to board procedures.

f. If an employee is found to be over their allotted hours up to (x) they must provide a plan on how to use said hours to be provided in writing to the Chair or disinterested board member. If an employee is found to be over their allotted hours by (x) the board has the right to mandate that employee to take time off to use those hours after a consultation.

g. If an employee is found to be under their allotted hours by (x) they must provide a plan on how those hours are to be made up, to be provided in writing to the Chair or disinterested board member. If an employee is found to be under their allotted hours by (x) further disciplinary action can be taken at the discretion of the board, after consultation.

June 26<sup>th</sup>, 2017

1. Call to order at: 2:03 pm

Present: AJ (chairperson), Chandra (VPUA), Tiffany (note taker), David, Alexandra Bursey (president), Nick, Rachel, Karen, Katie (VPCL), Audrianna.

Absent: Alex M, Francesco, Athena (running late).

2. Call for new business:

Nick: motion to add to discussion/decision #5 Jim Martin Award. Katie second, Rachel third. All in favor to add to the discussion.

3. Approval of the minutes: motion to approve by Chandra, second by Dave, all in favour.

4. Approval of the Agenda:

Katie: add to updates at the end, athletics committee. Motion to approve the addition by Rachel, second by Karen, all in favour.

Motion to approve the agenda, Katie seconds, all in favour.

5. Declaration of conflict of interest:

Nick cannot vote on #4 or #5.

6. Executive Updates:

6.a. President (Alex) : signed contract with Edge imaging, we were previously with Paramount Studios. Edge took pictures at convocation, students can access the free digital download. The Executives and I discussed committees. We do have one space unfulfilled, meets once per term, if anyone would like to get involved please E-mail me. Discussed clothing options for next year's merchandise, I will be presenting later on. Continued with summer café options, created posters, etc. Some days are very busy. Helped with grad dinner with Tiffany. Went to Peterborough for Women's Campus Safety Grant meeting with Amber. Sexual violence prevention presentation, possibly bringing in Julie from Draw-The-Line, we have about 5 thousand (Wen-do training can be covered once per semester as well). We set up a TDSA booth at convocation, went to a food

services meeting with Katie, Joe and Mark. Advocated for water bottle stations and cafeteria quality. Another meeting in late August. Helped interview for the new managers of Student Affairs jobs (new Justin fisher). Health insurance training with Katie and Tiffany and helped a bit on the weekend at the New Student Orientation.

6.b. VPUA (Chandra): continued working on the details for the lockers, will update throughout the meeting. Looked into employment and job description policy again, portions as needed. Went to a few OUSA meetings. OUSA and E-campus testing session, participated in marketing material photo shoot for Trent and residence. Took part in June Orientation, final draft of

athletics agreement has been sent on our behalf, and we have set date to sign it. Went to residence meetings about potentially being there on their move-in day. I've been exploring what's important to our school to bring to OUSA so they can lobby on our behalf. Started working on our Space Agreement. Attended Convocation and helped out, went to meeting with Waterloo VPUA to talk about their commuting ideas. Working on carpool proposal. Helped with OSAP survey that was posted to social media. Attended the grad dinner. Worked on the Trent U card terminal (working on least expensive option), OPSSS survey. Started working on ROMEO (research tool).

6. c. VPCL (Katie): making the amendments for club policy to be posted on the website, slowly updating the website, re-organized the Board of Directors minutes from previous years and converted into PDF. Edited and posted the minutes from our last month's meeting. Created the Pride bulletin board, got in contact with Joe regarding a Pride flag to be hung up on campus, and are speaking about getting another flag pole. Updated Board of Directors descriptions and pictures on the website. Put up a contest to win a TDSA Pride t-shirt. Met with Mark and Alex to discuss the food quality and the water situation. I graduated...yay! Kept track of students going to Pride parade with TCSA on their bus. Dealt with a few social media hiccups. Spoke with Johnny from UOIT SA on

how we can pair up for orientation. We can hopefully sell tickets to our students to attend their concert. Had a health insurance meeting with Alex and Tiffany. Created presentation for the New Student Orientation, which was like a virtual tour through the school, to get new students familiar with our campus. Helped with June Orientations. Created Facebook descriptions for the executives (first year questions). Played in a Trent golf tournament.

#### 7. Discussion/Decisions 7.i. Budget proposal 2017/2018, President (Alex):

Alex presents the current budget. Each student pays \$30 per semester per credit, 5% increase this year for athletics and the membership fee. 20% increase in student population (These are forecasted numbers, as we have not yet received the fees). Athletic money will be collected by us and then given to the university because of the new contract. Health benefits are the same, we collect the fee and then pay it back to C&C.

Nick: as far as the student increase, we are already at 360 total acceptances...so the 20% increase might even be shooting low.

Alex: next we're going to salaries. Tiffany and I completed the May monthlies today. So the salaries are up to date. The proposed budget may be lower than the actuals for the year because of the change in minimum wage that is to happen this year. Moving on to Operating, most of the conference fees are for OUSA events.

Alex explains what the other lines are for, including grad dinner, AGM food, summer café, tuck shop merchandise lines, etc. On to office expenses, which includes software (hoping to get photo shop this year for the VPCL to create posters, etc), also includes printing costs. We are hoping to set aside a thousand dollars a year now to be able to buy and replace one computer at a time instead of having to purchase all laptops at once when they need to be replaced. Board swag lines increased because we are planning on providing all Board members with sweaters. Election lines/campaign lines, OUSA membership, travel for VPUA. Moving onto the VPCL page, this includes all the club expenses, orientation and other events. Katie will explain this.

Katie: we have cut down club funding because a lot of it was not being used. At the last Board meeting, we decided that clubs will apply for the funding on a case-by-case basis. This allows some clubs to use additional money that they wouldn't have had, and also allows clubs who do not have as many expenses to not be forced to use their entire \$250 budget. We have estimated based off of the amount of new clubs we had last year. We have also cut down on Orientation as well because we are not having the concert and are spreading out that money to do small events throughout the week. Our large winter event is the semi-formal and we based this number off years in the past. Small events have been cut down a little bit.

Alex: also lines for give-aways...we've decided to do a monthly contest to help people get engaged with our social media pages. The last page of the budget is athletics and this will be run by the school this year, which they are planning to add to. We will hopefully have more information soon. So if we go back to the main page, that is the overview. Does anyone have questions

Karen: so last year it says we were in a deficit? How is that getting paid for?

Alex: Tiffany, do you mind explaining?

Tiffany explains how we have not yet received the money from the university from the levies and membership fees, and others. Once that is received, we will be able to fill in those gaps or at least be a little bit under, which is what happens sometimes in a non-for-profit organization like ours.

Nick: this budget seems more efficient than what we have had in the past. It seems like you are responding to last year's needs.

Rachel: this is so much easier to make it through this year's budget.

Alex: That's good. All Board members will be able to view this on google drive, if you need to reference it at any point. Motion to approve.

Karen seconds, all in favour.

7. ii. Employment policy VPUA (Chandra):

Motion to discuss the hour situation of the VPCL and employment and job description policy, to approve the increase of the VPCL's hours in the summer to 35 per week until the September 1st.

motion to discuss by Chandra, Karen seconds. All in favour.

Chandra: we realized a few weeks ago that Katie's hours were not supposed to be 35 over the summer. She was to be working 20-25 and in August/September it is supposed to be full time. She has been working heavily on Orientation. This policy was changed in April, which was after she ran. We'd like to change her hours back to 35 in the summer.

Nick: question for Katie. So the reason that Jac dropped the hours was that she didn't plan many new events. Could you run down the new events that you're planning for orientation so we know what you're doing?

Katie: so I have been working with Chris and Nick on the new Orientation Week. It has been a beast to tackle. We're splitting it up a little differently. In the past it has been Tuesday and half of Wednesday. We have now decided to make it a week long. We are still doing Tuesday and Wednesday big from the university side, but TDSA is doing events after the big day on Wednesday (bus to the movies), Thursday give-aways day (hounding businesses to come set up and give out free stuff...lots of rejection emails but still trying), and on Friday we are hoping to do a sleepover event. We are speaking with security about it. In regards to the job description, I did run on the fact that I thought it was going to be full-time in the summer. I made my plans and platform by the belief that I was able to work full time in the summer. As of now, full time hasn't even been enough to finish everything.

Alex: budget was proposed with 35 hours a week for her position.

Rachel: given that the proposal says September 1 and Orientation is the week following, what hours do you anticipate working that week? Are you going to be banking hours if you're working 35 hours past that?

Katie: so it was supposed to be full time until October 1. So the first two weeks are hectic especially with my position. If we saw October 1 then I am obligated to

meeting that 35 hours, even in the last 2 weeks of September when it does quiet down. The first two weeks are crazy and I would have to bank, rather than filling my time with unnecessary hours. Rachel: so what if we do until September 15th instead of the 1st?

Chandra: so we would have to amend the budget again? Since we voted on the last Friday of August.

Nick: are we comfortable with Katie banking? Like 12+ hours at least.

Katie: so I just wanted to comment ...the way the policy goes now is that you do need to receive approval from the executive team. And we are hoping that for the 2 weeks that I would just run it by the team. And I will be distributing the banked hours throughout the first few months

Alex: I think everyone has faith that she can use the banked hours.

Tiffany: all TDSA staff bank hours during the first few days of school.

Audrianna motions to approve, seconded by Chandra. All in favour.

2:43PM Athena

Chandra: motion to recess

Katie second, all in favour.

Call to order at 2:59pm

7. iii. Club Policy, VPCL (Katie):

motion to approve the amendments to the Club Policy.

motion to discuss, Karen seconds, all in favour.

Katie: this was something that we didn't really touch at the last board meeting but there was a problem that came up and we decided we needed to revisit this. The pieces in green are the parts that we want to remove, yellow to add and pink are to get your opinion on.

The first line used to say that members and executives as outlined in the club's constitution, may be removed by a 2/3rds majority vote of the executive

members. And I would like it to say that a club member may be investigated with the potential of being removed by a 2/3rds majority vote of the SCC.

Chandra: motion to amend, that members and executive members can be investigated.

Nick seconds, all in favour to amend.

Nick: should we have policy on how the investigation happens?

Katie: there was an issue that the university was concerned that we were doing so much investigation with this part.

Karen: so the university was upset that you were over-investigating?

Katie: so a club member had a complaint against another club member and wanted them removed. They also said they feared for their safety on campus. What would you suggest the investigation includes

Chandra: uhm, I will withhold. I wasn't prepared.

Nick: could we just borrow from the disciplinary committee meeting? It doesn't have to but it could.

Audrianna: I think that's a good idea. I was going to suggest that as well. We could use it and make it fit the club policy.

Rachel: for the sake of consistency, that sounds good. Let's take the procedures from the disciplinary policy and perhaps amend to make it slightly less scary. The committee should decide whether a member is removed or not.

David: let's say that we send out the notice that we were investigating a person and that they should no longer be apart of the club. So what if they keep coming to the club? What power do we have?

Katie: a lot would go to the university's Charter of Student Rights and Responsibilities. If they have been asked not to attend a club, we would talk about their removal from membership of the TDSA. If they are going against us, it needs to be brought a little bit higher and we could get the university involved.

Nick: so if they kept coming it would go to the university harassment policy.

Chandra: the reason that the university didn't want us to investigate too much is that we are such a small school and you wouldn't want club issues to bleed into the student population. The university could use harsher punishments and be quicker to resolve the issue

Rachel: what kind of policy would be in place should we investigate and find there isn't grounds to remove? Like for the student who reported it so they feel safe?

Katie: that would be based off of the VPCL's discretion. The first step would be to have a stronger supervision of clubs and groups, there are sanctions that are made when there is a small infraction done within a club. This whole process of removal with members is always a last step. There needs to be attempts to resolve problems with the sanctions first. If it has already come this high and we decide as the SCC that everything is okay, and we are going to take other actions then the VPCL needs to take a stronger look. If the student came and said that they feel unsafe on campus, then it will go to the university. It also means that we need to take a stronger hold on conflict mediation within clubs. This is important because most club members are involved in more than one club.

Chandra: so the VPCL is the Chair of the SCC. With that being said, your answer to Rachel's question is contradictory. As the Chair you do not have an opinion, so does the VPCL have a voting right in the SCC. Because we would have to change the language to accommodate that. The SCC finalizes the decision and then the VPCL wouldn't be able to override the decision.

Nick: I was thinking of something similar for the Disciplinary Committee. We can put in the fact that the Chair does have voting rights. Many senates allow their chairs to vote.

Chandra: is that something you're looking to do?

Katie: well for example Chris is the chair for the Orientation Committee for the university, so he has an opinion of how Orientation goes about. So my idea as the VPCL being the Chair is to that there's a person of contact.

Nick: motion to amend to include in the clubs policy that the VPCL is to be considered a voting member of and chair of the SCC. Second by Rachel, all in favour.

Katie: any other questions on #1 here?

Rachel: do we include the bit on the investigation?

Katie: what do you guys think? Typically the VPCL takes their own approach or do we want to get away from that and define the investigation?

Chandra: nick mentioned the Disciplinary Committee procedures. It is very clearly defined there. Including delivering letters to all the parties affected by the complaint and delivering a decision within 48 hours. So we can just add that we would follow the Disciplinary Committee procedures. Would that work? Motion to amend to add to consult the Disciplinary Committee procedures for insight.

Audrianna seconds, all in favour.

Motion to approve the amendment by Audrianna, second by Chandra, all in favour.

Katie motions to approve the section, Nick seconds, all in favour.

Katie: #2. Instead of having notice of the club's president, having it done by the Chair of the SCC. As the SCC reached that decision.

Chandra: when the SCC decides to pass it on to the university, would we still deliver the news that we cannot handle this situation and that the university is taking it on.

Katie: yes.

Chandra: so once SCC reaches the decision that it's too much and needs to go to the university, are they passing it on to the right party or is the individual on their own to take it to the university?

Katie: if I've witnessed the harassment, or anyone in the TDSA has, then we pass it on directly to the university and we let them know. If we haven't witnessed it, we can tell them to take any witnesses they have to the university.

Nick: we can't if we haven't directly witnessed it. We cannot disclose anyone's information.

Audrianna: but what if the person that came to you and asked you to go with them as their voice

Katie: that's the role we have taken in the situation that has come up. Our job is to work for students and support them in any way possible.

Nick: motion to approve this section, second Karen, all in favour.

Katie: #3. A club executive may be removed from their position on the executive without being removed from the club. Does anyone have any opinions on if this should stay or go?

David: that leaves it open for reconciliation on a personal level. I think it's unlikely that if someone was removed as an executive that they would even want to be in the club anymore.

Rachel: it would be a case by case basis. If it is so severe that it has gotten to this point where they are not fulfilling their duties as a club executive. If they're doing something to make others uncomfortable then they should be removed from the club at the very least.

Nick: I think that you can be removed for not doing anything but still be in the club. But if you are removed as a member of the club...if there is a reason that you should be removed as an executive then you should also be removed as a member. There are 2 levels.

Rachel: right, that's why it should be a case by case.

David: motion to amend then, Rachel raises a good point, we should put a cause of depending on the severity of the complaint. "however, depending on the severity of the circumstances as determined by the SCC".

Seconded by Audrianna, all in favour. Motion approved.

Motion to approve article 3, second by Audrianna, all in favour.

Katie: #4. Any member that is removed from a club shall lose all privileges associated with membership in said club. To be changed to "should the complainant fear for their safety or be subject to violation of their human rights or the Trent Student Charter of Rights, must file their complaint with the university.

Chandra: can we add that SCC Chair cannot file the complaint without permission?

Chandra motions to amend, second by Katie, all in favour.

Chandra: “the chairperson of the SCC may not file a complaint without explicit permission from the complainant.”

Karen: should we add in though that the chairperson or the VPCL can also go with the person to speak on their behalf if asked. Do we add that in or do they just figure it out later?

Rachel: I think it would just come up discussion that they can offer some support.

Nick: also gives VPCL the ability to say no if they are uncomfortable.

Chandra: perhaps Alex or myself could deal with it if the VPCL did not want to or if it better suited our roles.

Katie: we did offer help with this particular case.

Nick: motion to approve, second by Rachel, all in favour.

Katie: motion to approve the entire section

Chandra seconds, all in favour.

#### 7. iv: Disciplinary Committee VPUA & Director of History (Chandra and Nick)

Nick: some of this was tabled last time, to define the major and minor of the policy. After trying to categorizing this, I didn't feel comfortable deciding this on my own. I have my own beliefs on what is major and minor. But basically the question that faces us is how are we going to do this? What we have now, is that we wouldn't want to make a list but would provide loose guidelines for it and then add a disclaimer in the policy that says that the decision is up to the majority vote of the Board. I did this because basically it is such a scale for any type of offense. Workplace harassment for example could be that Katie insults my plaid shirts, that is minor. Or harassment could include her popping her head into the office and saying that I am bad at my job. It's hard to define what is major and minor violation is. I wanted to get your thoughts.

Chandra: every offense has a spectrum. It could be unintentional and lack of education on that topic. I support Nick's decision to leave it up to the Disciplinary Committee to decide with the facts of the case if its major or minor.

Karen: have you differentiated it in the punishments?

Nick: minor is a write up at Disciplinary Committee and major has to go further.

Audrianna: so if the Disciplinary Committee decides that they don't know if it's major or minor who do they go to?

Nick: then it would come to the board. Based on what's in policy.

Audrianna: what if it's regarding people on the Board?

Rachel: they are exempt from discussion, conflict of interest.

Katie: if we were to define this here and now, it is not as big of a deal as classifying major if they are minor. So if we were to quantify it, the worst it gets is bringing everything to the Board.

Chandra: if we make a list, anything below a certain thing can fall as minor and I can argue at my hearing that you cannot send me to the board.

Rachel: unless it's worded in such a way that the committee can automatically deem as major.

Katie: I think we should at least list some offenses that are definitely major. And then have "in addition to anything at the discretion of the Disciplinary Committee". Of course we can always get around written things but we need a few things that will absolutely not fly.

Alex: anything on human rights code should be listed as major. It's hard to list the minor things. Because some people can think that something is minor when it's actually major. We should leave it to be handled as a case by case basis.

Nick: a lose wording I came up with was that any offense that violates the Ontario Labour Code, Trent Code of Conduct, Canadian Criminal Code or any other illegal action shall be deemed a major violation and shall be treated as such . Anything not listed above should be defined by a majority vote of the Disciplinary Committee.

Alex: isn't there something on the impeachment process that says what is considered for automatic impeachment?

Nick: not sure. What do you guys think of a lose wording?

Audrianna: I liked keeping it vague.

Rachel: I think leaving it up to the committee is best. Leave it case by case. No disciplinary case will ever be the same. Best to leave it open to interpretation.

\*Alex searching for the impeachment policy to double check something\*

Chandra: motion to recess at 3:42pm.

Meeting proceeds at 3:52PM

Alex: I found what I'm talking about. Operating policy 4C. These are grounds for immediate termination of employment. Also 11.3, which is the wording I think we should go with for consistency.

Chandra: the only problem that I see as defining impeachment as major ones, is that the category doesn't have anything except for the impeachment stuff.

Alex: no no, I'm not talking about impeachment I'm just trying to help find guidelines for what is major or minor and use this wording to see if it falls under Trent's sexual harassment policy.

Nick: it's annoying that we have stuff in 3 separate spots in separate wording. It needs to be consistent. For the purpose of the Disciplinary Committee policy, which should mimic section 4C.

Chandra: wouldn't it just be easier to only list the student rights?

Rachel: I think specifically listing the legislation is important because it changes and human rights doesn't cover this type of violence. We need to list provincial and federal legislation. This way you can reference something more than just saying "I feel offended" or "I don't like this person".

Nick: motion to amend Disciplinary Policy H. motion to amend it to "a major violation of the bylaws shall consist of a violation of Trent's Workplace Violence and Harassment policies, Ontario Labour Code, Student Charter of Rights, Canadian Criminal Code and Human Rights Code. Any offenses not listed in the

above shall have their severity determined by either the board of directors or the disciplinary committee.”

Katie motion to approve, Chandra second, all in favour. Amendment approved.

7.v. Jim award, Director of History (Nick)

Nick: this one is a lot less serious. But I found out on Saturday that Jim our security guard is going to retire on July 27th. He has done so much for everyone and I'm confident that we will never be able to replace him. He has always gone above and beyond to help others and do tasks outside of his job. I think we should commemorate him by naming one of our semi awards after him (most active club member and student award). I have spoken to Amber and as far as she knows we don't have to do anything with the university but we do need to get his approval. I don't see him saying no.

Katie: I was thinking that if we were thinking one award we could do most active student which reflects how he goes above and beyond. We could even contact him every year to see if he could present the award to the student.

Alex: maybe we could establish a new award and leave the 2 as usual. The Jim one could be presented at grad dinner.

Chandra: what if the person you're awarding is not a graduate?

Alex: okay so then semi. They would most likely be at semi-formal if they were truly an active student.

Katie: they always make sure that the person winning the award has actually purchased a ticket to make sure the student is there.

Alex: “the Jim Martin award for student engagement...”

Motion to approve.

Chandra seconds, all in favour.

(pending Jim's approval)

Chandra: how do we tell him?

Karen: is the school doing a retirement party for him? We could give it to him then?

Katie: we could get an inexpensive plaque and have it engraved every year with the students names. We could show it to him if they have a party.

Nick: we would have to approve that and allocate the funds from the reserve.

Chandra: we don't have to vote on it today.

8A. Upcoming Dates i. Teambuilding: (Alex) so I sent out a poll on Facebook and it seems like everyone wants to go treetop trekking or axe throwing. So we found an option that is both. The only hesitation that we have is that Chris might be doing something in August that is similar. If you are interested please let me know and we will be doing it in July. The next month we will hopefully have a social gathering as well.

Athena: there are many activities. Archery and dodgeball etc.

Alex: ours is only axe throwing though, because of the cost of the various packages.

Athena: it is enjoyable and fun but it's not very teambuilding-like because you cannot actually work together. Most of the activities are individually done.

Alex: so Ganaraska forest does teambuilding activities for a higher fee. So we could cover the teambuilding part and you guys could cover the tree top trekking part. In September when we have the rest of our Board, we want to do something again. Teambuilding is 2 hrs. You can do the treetop trekking after on your own time.

\*Alex reads descriptions\*

Karen: I like the teambuilding piece.

Nick: I like the teambuilding descriptions as well.

Alex: so maybe we can do the teambuilding and then do the BQQ on the same day?

Chandra: is there a weekend or a day that people cannot make it for sure? In July?

Alex: we will send out a doodle.

B. Others

i. access to google drive (Alex) for our executive updates, agendas, minutes and the budget are all accessible on the google drive. And also volunteer tracking spreadsheet.

ii. Lockers (Chandra) locker position will still be in front of room 114. The complications with that is the baseboard and the tile, climb up onto the side of the wall to remove it will be expensive.. But we're trying to work around it. So far we have decided to do fewer lockers and if we sell out and if there's a lot of interest we can do it later or leave it up to next year's executives. 13 sets instead of 20. So a little more than half of the initial cost. I can send an email with the final costs and installation details.

Audrianna: are they going to be up before September? Chandra: yes. So we can advertise. We might do a lottery system if we have too many. \$25 per semester and \$40 for the year.

iii. Clothing for Rack N Shelf (Alex) I have been working on some different ideas for clothing. I have a few ideas on paper to pass around. The ideas is that we want to do lanyards, new mugs, long sleeve t-shirts, baseball hats, different style sweaters, etc. we want to do a ¼ zip up.

\*directors pass around pics\*

Aj: I think a crewneck would be sick with the round crest.

Alex: we are also thinking of putting the TDSA logo on the thigh of the sweat pants as well. And with the new option to use the Trent U card to pay, we will likely have higher sales. Any input?

Karen: what happens to the old stock?

Alex: we did sell a ton during the convocation and June orientation. We want to keep things basic this year and simple colours. We will also be discounting some of the stock that is not moving. If you guys have any ideas or want to create your own logos, then you can count it towards your hours.

iv. Added by Katie: we are assembling a few committee and want to get some interest. The athletics committee requires 2 Board members and will be assembling the clubs committee during the month.

Karen: how many committees do we have to be on?

Katie: 2.

Rachel offers to do clubs.

Katie: we will take as many people as we want to for the clubs committee. Dave offers to do clubs. Athena and Audrianna as well.

Alex: we will also have finance committee, TDSA cares, etc.

Katie: the only ones that are urgent this month are athletics and clubs.

Karen: offers to do athletics.

Aj: offers to do athletics.

Katie: thanks everyone. Those committees will be assembling very soon.

Aj: meeting is adjourned at 4:35PM

July 31<sup>st</sup>, 2017

1. Call to Order at: 5:11pm

Present: Nick, Karen, Athena, Katie (VPCL), Chandra (VPUA), Aj (Chair), Alexandra B (President).

2. Call for new business:

Chandra, motion to add things to the agenda. Seconded by katie, all in favour

-training day under discussion, best practice sharing day under discussion, formal training under discussion

Motion to approve the items, second alex, all in favor.

3. Approval of the Minutes:

Motion to approve, second Nick, all in favor.

4. Approval of the Agenda:

Katie second, all in favor.

5. Declaration of Conflict of Interest:

N/A

6. Executive Updates

6.a. President: completed the clean-out of the tuck shop with Tiffany. Went to Peterborough for the special appeals committee training. Sought out and hired a graphic design to create logos for the tuck shop apparel, which will be shown later. Responded to applicants and arranged interviews for the advocacy commissioner position and the TDSA ambassador position. Wasaga teambuilding with Board of Directors, went to orientation meetings throughout the month.

6.b. VPUA: Strat CON, (week long) set priorities, OUSA board training, what we want to accomplish this year. Social wellness prevention, mental health, data access, etc. Met with someone regarding the ministry of transportation issue. Arranging training day with OUSA which will be hosted here, McMaster will be the

location for best practice sharing day. Hiccup with the lockers, might be going with another company, still researching that. Campus climate survey. Wasaga teambuilding. OBSSS. Took majority of a week off to use up the banked hours from Strat Con. Joe asked Katie and I to help the wife of an Oshawa counsellor build a website, where we got the chance to discuss our campus with him. Went to an athletics meeting at the civic, space agreement, orientation meetings, OUSA policy research packs.

6.c. VPCL: figuring out swag bags for orientation week. Oshawa centre is donating the bags and vouchers for gift cards for students to redeem, David's Tea coupons, sky zone coupons, indigo coupons, kernals coupons, etc. assembled SCC and had our first meeting. De-ratification and dealt with a few clubs issues. We had 2 orientation committee meetings, created a clothing Qualtrics survey to get opinions on our future clothing orders, contest winner for July, the TV was installed in the hallway and we are going to be putting a lot of marketing material out there. Convert files to be compatible with the TV. Board teambuilding in Wasaga. Working on interviews to find the right people to fit the positions. In preparation for that, I created a marketing and communication strategy, what is our age demographic, what appeals to them, different techniques in marketing on how to reach out to more students. Creating a training package for the upcoming TDSA ambassador. Looking into TDSA E-mail newsletter. (people would subscribe). Met with the civic to discuss athletics agreement. (changes to fitness add-ons to include yoga and other specialty fitness classes) planning our club welcoming event, sent out an invite today, trying to get clubs to respond to the clubs application form. Getting them to rsvp to events. Planned more for Orientation. Better idea of what the pre-orientation events will be as well as the timing for orientation week.

## 7. Discussion/Decisions

### 7.i. E-Campus Ontario, VPUA (Chandra):

Preliminary vote on whether or not we should pursue E-campus' goals as our own this year. They advocate for all students in Ontario for open education resources, faculty should use free textbooks online and use services like McGraw Hill connect, etc.

Katie: so who will be doing this/how does it work?

Chandra: the Board can try it as their volunteer hours

Nick: don't see any harm in talking to profs about it.

Karen: what would we do? Just meet with profs and talk to them?

Chandra: start with an easy target, like a prof that you get along well with. Sit down and explain why this is important for you to advocate on behalf of the students. If the prof wants to they can take it to the department. One prof cannot change the textbook that it used, it's the department. This will not change in a year, it will be a slow process

Nick: if I'm going to Robert Wright and ask him, I have to know what I'm talking about, so I would want to meet with them well before meeting with a prof.

Chandra: absolutely. We will provide all meetings and information before you are asked to discuss with prof.

Nick: even if we just bring Chris Fernlund back in to answer our questions?

Chandra: yes I can see if he can.

Alex: I think the board should establish relationships with their professors before this is brought up. As some profs use their own textbooks for their courses.

Chandra: maybe take September to actually reach out to the profs and announce that you are director of the program. Ask if there is anything they would like of you.

Katie: maybe if the time frame we're looking at is for September, our Wednesday of Orientation Week there is a faculty luncheon, so maybe that's a great spot to catch some time with those professors.

Alex: in September as well, I would really like Board of Directors to go into classrooms and introduce themselves like we have in the past.

Katie: all interested Board members will seek our professors but if there are areas that are not filled, how will they be filled? Are going to do it yourself, or students at large?

Chandra: I will if no one else would like to do it, as I want everyone to have the chance to participate.

Nick: the 4 vacant are, communications, philosophy, HR, media studies and first year. Those are very small programs so the professors actually teach cross-platform classes. I don't think we're going to be missing too many people as long as we're hitting the big ones like psychology, social work, etc.

Katie: I disagree Nick, when I started, I wasn't able to minor in media studies but by the time I graduated I was able to do that. So if some of the larger departments do this, and then the smaller departments grow over the next few years they will be able to achieve these things too.

Chandra: right. Some of the smaller programs might be easier to switch over.

Karen: so we have our tenure profs, but the heads are mostly in Peterborough so should we try to set up meetings? Will that be important.

Chandra: yes because those are the people who have to sign off on it.

Katie: I was just going to add that whether that would be a commute up to Peterborough or not. There are a few heads that come down occasionally. Some of them won't touch the Durham area though. But if they are meeting in the Durham Region, then that's good to know.

Nick: motion to call the question, chandra second, all in favor. Approved.

Nick: All in favor to have this as our formal stance to start pushing this to professors, katie second, all in favor. Approved.

#### 7.ii. TDSA Committees (president)

We are going to go through each committee and give the people here first come first serve priority.

Chandra: ORD (Organizational Review and Development) – so to give you an idea, we are going to follow the same outline as the Board. We will write up a formal description and get it approved at the next meeting. Organizational review and development committees. This will involve going over policy and bylaws, we will be going over our policy library. The advocacy commissioner will also be assisting in establishing a larger variety of policies. ORD will help and then it can get brought to the board after that.

Nick: Disciplinary committee – when things go wrong, these will be the people to help sort it out. They will only meet when we have an issue. However when something does happen, it will be very time consuming. The instances last year took up several days/weeks. But it does give you good experience to think things through, conducting investigations, asking the right questions, if you're into HR as well as logical conclusions, then this is a great committee for you.

Chandra: TDSA Cares – I'm chairing but Katie will be taking the lead. (I will not have voting right unless there is a tie) Alex will also be present. Students at large can sign up for the various spots.

Katie: This year we're taking a similar approach to last year, a social activism group. Focusing on a lot of areas that are under-represented on campus. The executives and I are going to come up with a list of positions that we want to be represented in this group so that we can campaign around this. Each representative shall host at least one event or campaign per year. And each will help one fellow co-worker with their event. So 2 events/campaigns per year.

Alex: Finance – probably meet monthly to go over budget and expenses and looking at how our revenue streams are doing. Likely going to ask Alex M to be on it.

Membership (President) – this will only meet when a student complaint arises. This will also be sent out via E-mail to the other directors who are not here.

Katie: we also may be making some changes so this is not the end of committee options.

ORD: nick, AJ

Disciplinary: Karen, Nick, AJ

TDSA Cares: AJ, Katie, Chandra, Alex

Finance: AJ, Karen

Membership issues: Athena,

7.iii. Swag/Giveaway connections (VPCL):

Athena offers to ask her McDonald's manager for coupons

Katie: if anyone has any leads on marketing materials, coupons, etc, please let me know. I'm creating something for Johnny's because of our discount, so if places don't have marketing materials we can make some if they are willing to do discounts.

7.iv Training Day (VPUA)

Chandra: training day – September 26th (Tuesday) hopefully everyone can come. 9-3:30 thing. All OUSA schools will be here. If you could come a little early we can have a little team chat and then I will be using you guys to help everyone figure out where to go. Business attire would be ideal. This will be Emailed to everyone.

Chandra: Best Practice Sharing Day: is all 9 universities come together and share best practices, it's at McMaster, this is open for anyone who wants to go. It's on August 17th, starts at 9 and ends at 3. If you would like to come please fill out the upcoming doodle.

Chandra: formal board training, planning on doing this in September, perhaps during get involved week. Or can be the following week. This would be 2.5-3 hours.

Alex: I suggest the 3rd week

Chandra: okay's let's do the 3rd week of September then. Week of the 17th. Should it be weekends or weekdays?

Everyone votes weekends.

Chandra: so the weekend of the 17th or the weekend of the 23rd? I will send out a doodle tomorrow for everyone then. 11-2 or 3-6 times, and we will provide food. Those who cannot make it will do this training with me afterwards.

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Aj offers to send out the doodle.

Karen calls recess, chandra second, all in favor.

Recess at 6:13pm

Call to order at 6:17pm

## 8. Updates

### A. TDSA Rack N' Shelf clothing update: (Alex)

Tiffany: Alex outsourced a person for logos, so here they are. We placed small clothing order, and made a Qualtrics survey to see what students are interested in. We are getting sweatpants, with the logo at the top, like roots pants. We decided to go for the plain long sleeve, because the baseball was popular last year, and this is a little bit different. We also had on our poll to see if people wanted a new crewneck, and the poll showed that the ¼ zip was very successful. Depending on how they go, we may be ordering more in the future. Everything is very affordable, and it should be coming in soon. If you have any other idea, let us know. Alex will update with costs and present at next meeting.

Meeting adjourned at 6:23pm

August 23<sup>rd</sup>, 2017

1. Call to Order: 9:16am

Present: Katie (VPCL), Nick, Athena, Chandra, (VPUA) Dacia, Alisia, Alex B(President), AJ (chair), Tiffany

Absent: Francesco, Alex m, David, Rachel, Audrianna, Karen

2. Call for new business:

Chandra, motion to add a few things to the updates. Article 9 section c, lockers, bulletin board, trent bucks, placement, CCS.

Motion to approve to items, seconded by Alex, Katie, all in favor

3. Approval of the minutes

motion to approve minutes, second C handra, all in favour

4. Approval of the agenda

motion to approve, second by Katie, all in favor

5. Declaration of conflict of interest

N/A

Point of information: Nick explains the motions to Dacia and Alisia, why people second, and how the meeting works.

6. Executive Updates

6a. President: went to the special appeals hearing, cannot share details as it is confidential information. Went to health benefits meeting in Peterborough with Tiffany, TCSA and TGSA. Orientation meetings with other executives, brief 15 minute presentation as an update on the TDSA to the new Trent recruiters. Went to OUSA's best practice sharing day, found out info from other universities and what their health plan looks like, how to manage crisis on campus, OHIP+. Had emergency planning committee in Peterborough, found out that there is no emergency plan for the Durham campus, brought this to Jen's attention (manager of student affairs). Received dates for committees that I will be a part of

throughout the year. Katie and I had a food services meeting with Jen, updated on what will be happening with the cafeteria in the Fall (working vending machines, water bottle fill stations, comment cards, healthier options, allergy aware options, etc.).

6b. VP University Affairs: Attended town and gown committee, where received Metrolinx contact (to help deal with GO transit issues), met with VP student affairs at Durham College, she is working with us to establish a residence in the Whitby campus so that our students could house there, which is a shorter distance, this would work until we get our own residence (2018). Metrolinx has purchased the land for the new GO stations that are happening, and will extend the train to Bowmanville. Hopefully Thornton Road will have their own station, which will be great for our students. We hired an Advocacy Commissioner, have been training her and started working on OUSA policy paper that we will be writing together for Fall GA. I have attended 2 think tanks (topic: System Visions) and also an interim paper that the steering committee has decided is important. Mark, our policy research guy and OUSA has sent research pack for System Visions, we are expanding satellite campus division to capacity expansion (which will include online learning as well), took part in the Trent marketing video shoot, went to OUSA Best Practice Sharing Day, met with deputy premier and minister of education, got to tell her about our issues here and our priorities at OUSA this year. Took part in website photoshoot, calls for OUSA, lockers have been ordered, plans for Board of Director training day on the 26th. Helped with Orientation and tried to reach out to some businesses to get donations. Called first aid and safety resources.

6c. VP Campus Life: new student staff started (TDSA Ambassador) set up monthly goals and how we can keep pushing more content, made her a training manual. Firmed up plans for the Give-away Day with external companies. Canadian Blood Services, David's Tea, Indigo has donated raffle prizes and some items for the swag bags, BMO also donated raffle prizes, Chandra also reached out to Red Cross and Scotiabank, etc. Booked the bus to the movies, the movie is on the Wednesday and we are going to see a private screening of Baby Driver, we have paid for the first 80 students. Ordered lanyards and water bottles from 4imprint,

for Give-aways Day. Started making team banners for orientation, teams will be decorating them and that is part of the point system for orientation week. I re-did the clubs training package, added a lot of the new rules we have for clubs and lots of suggestions for things like GetInvolved Week, options for fundraising, etc. Trained 3 new clubs, attended our first Athletics Committee meeting, going to help go over the job descriptions for intramurals coordinator. Received license for the beer tent. Attended OUSA's Best Practices Sharing Day, got to hear a lot about programming and services at other schools and incorporate strategies into our own. Exploring options with Safe Talk volunteers, possibly providing peer drop-in service. Reviewed the completed club applications, all clubs need to complete these packages. Participated in a video shoot, "Welcome to Trent Durham-GTA!". Created Orientation Week social media event posters, the event will be up on Facebook today, been working with Chandra on Trent-Bucks, we have had discussions on prizes, how the system will work etc. Team photos for the website, ordered carnival for first blast, ordered a TDSA banner from the print shop at UOIT Artist Den, and stickers for the swag bags and also the shop bags.

My next 2 weeks will be a little crazy so I just wanted to update you on that, we will be purchasing items for swag bags and residence survival kits so if you have any ideas please let me know. Assembling the leader boards, leader training round 2, advertising for orientation week events, wonderland trip before orientation week, MC-ing the orientation week, helping chris and nick plan for the large group games, purchase beer tents and get our volunteers smart-served, assemble the movie-sign up, facilitating the sleepover. I will also be talking about volunteers in the next few weeks, our agenda is loaded for orientation week and I could use as many hands as possible.

7.Approvals:

8.Information/Discussions

8i. New TDSA employees Katie: (TDSA Ambassador) Fatima has been hired as the ambassador, she is in first year. She was super involved in student government in high school, has experience planning large scale events, etc. She has been working on club appreciation initiative (clubs shining stars), she has been helping with orientation things, research on MADD campaigns, etc.

Chandra: (Advocacy Commissioner) Brittany is a 5th year gender studies student, hoping to do the 2 year BSW at trent. She has a lot of experience in policy writing and advocacy and working with gender rights in general. We are just starting to get into the OUSA policy work, she has read the mind maps, as well as the old papers and policy. She will be working on writing the OUSA policy paper, also doing research on what policies we should establish as the TDSA. She has some recommendations and in September we will ask her to attend a board meeting and present the ideas. Should have a policy bank on various topics.

8ii New board members appointed

Alex B: during our interviews for the TDSA staff, we reached out to these individuals to be board of directors. A. Philosophy;; Alisia, I'm going into first year. I'm in the BA Swansea majoring in philosophy and leaving in 2 years and then coming back. B. Human resource management: Dacia, doing the post grad program. I was previously a Trent sociology student. Glad to be finally part of the school. (All the other board members go around and introduce themselves)

C. Vacant positions (media studies, critical thinking, first year director) during the 2nd week of September it will be get involved week and we are hoping to reach out to a lot of students and fill these positions.

8iii.Clothing prices (president)

Motion to make this confidential by Chandra, seconded by Dacia. Katie and Nick opposed.

Motion to call end of confidential session, Nick seconds, all in favour.

8iv.Finances (president) Motion to call confidential, second by Katie, all in favour.

Motion to leave confidential, second nick, all in favour. Motion approved.

Alex: wanted to let everyone know that something was added to the budget. We received money from the health benefits provider we had 2 years ago, it has now been added to the budget and we will be using that to keep all of our lines.

Chandra: we need to approve this

Alex: but we only added to revenue, we will allocate to the correct line after

Katie: but if we needed to spend that money what if we can't have an emergency board meeting to approve the spending on the money?

Nick: we have to get approval for 1000 over each line. We don't need to approve the revenue. If you don't end up spending the money it wouldn't matter. If you wanted to divide it up and change any lines in the budget we would need to know. If we went over a thousand in spending then we need to say yes to release those funds.

Chandra: oh okay ,I thought we agreed to spending that money on various lines

Alex: yes we did agree on that but I that hasn't been allocated yet

Katie: I was just suggesting board approval for a sense of security. I don't think it would be difficult to be approved by the board, so I just thought that that would be safe.

Nick: motion to approve the receipt of the health benefits cheque

Second by Chandra, motion approved.

8.v Committees (president)

Alex B: it is a requirement as a board member to sit on 2 committees. We would like to go over the committees with you so we can see what you would be interested in.

Chandra presents ORD committee. (to approve policies that are in a preliminary state)

Nick presents the disciplinary committee. It is for any internal disciplinary needs (board members, employees, etc.) this is a method to deal with it internally without the university's involvement. Only meet when an event occurs. (Dacia wishes to be added to the disciplinary committee)

Finance committee (presented by Alex B) we would go over the budget on a monthly basis before it gets brought to the board

TDSA cares (presented by Katie), requires a representation by various groups on campus. Indigenous rights rep, sustainability rep, accessibility rep, etc. You will be responsible for campaigns and events and also support others with their events. This gives a voice to underrepresented groups.

Membership issues (presented by Alex B) this deals with any grievance dealt with by the TDSA and we would deal with it before it gets brought to the board.

## 9. Updates

9a. upcoming dates: (Katie) orientation week: created a google doc for volunteering. If you have your smart serve let me know, if you would like to run carnival games or if you would like to serve the “mocktails”, you can sign up on the chart on the google doc with the time slots that you would be available to come. You’re welcome to come to the free movie and see Baby Driver with us. On Thursday it’s a giveaways day so I will need volunteers to help run the raffles, etc. Nick: one way to stop people from going in there twice would be to have a master sign up sheet, or do a hand stamp.

Katie explains the rest of the plans for orientation week and asks for volunteers.

i. board members in classrooms (president) so something that I ran on this year, was that I really wanted students to know who their Board of Directors are. I think it would be a good idea for board members to go into classrooms and introduce themselves, etc.

Nick offers to get every board member a schedule for first year classes so that you know when they are.

Katie: I think it would be great, because your spiel will be very brief, if we could do one classroom each year. It’s important for us to reach out to them. We could find a time to do 1st, 2nd, 3rd and 4th year classes.

b. other updates:

Chandra: Lockers have been orders. We are not getting the wooden ones as that company gave us the wrong quote and it was too much in the end. We went with another company, they are steel and in a slate grey colour. This price also includes installation and one year warranty. We are planning on selling them \$40 per year and \$25 per semester. Might take about 2 years to make the money back. Should be installed by the last week of September at the latest.

D. Chandra, motion to go into confidential, Second by nick, all in favour, motion approved.

Motion to move out of confidential, second Alex, all in favour

E. Bulletin board, to table for next sessions. Second by nick, all in favour.

F. Trent Bucks. (katie) this came from an idea that the staff at the residence use. It was a way to get people living on residence to get more engaged with social aspects in the building. We would like to implement something similar here. Whenever a student attended an event on residence, they got something called a res buck, which were put into a bowl and prizes were drawn at the end of the term. Joe Muldoon has offered his help with this to match the prizes. Whenever one of our students attend any kind of event (TDSA or university) they will get a trentbuck, which will be entered in a draw to win a raffle at the end of each term. About 2 months before the end of the fall semester we can advertise what the items are. But in the winter semester if we get the prizes in advance we can display the items in the display cases. We are also looking at TDSA bundles as well as other prizes.

Nick: how is this going to work?

Chandra: we are asking the board's help with this. So the office is going to try to be at every event, so if a club has an event, someone from TDSA will be there to track who attends, and work alongside Tanya, so that when someone books an event, the manager of the event will be notified and reminder to record who attends.

Katie: we are going to put one trent buck in each swag bag so that we don't have to go around and get everyone's named during orientation. Having board members participate in delivering the trent bucks is a great way for people to get to know your face. And you will also get a trent-buck.

G. Placement. Motion to go into closed session by Chandra, second by Nick, all in favour.

Motion to leave confidential by Chandra, second by Nick, all in favour.

Meeting adjourned at 10:55AM.

## TDSA BOARD MEETING MINUTES SEPT 29<sup>TH</sup>, 2017

Absent

Athena

Rachel joined at 10:20

Audrianna

Chandra motioned to reorder the agenda to accommodate the eCampus call.

Karen seconded

Motion carries

Approval of minutes

Not on the website but it's on the google drive

Nick motioned to approve

All in favor motion passes

COI

K: evaluation leaving the room

A: evaluation leaving the room

C: evaluation leaving the room

Approvals

eCampus Phone call

Chris fernland along with Henry Green joined via conference

Introductions with eCampus Project management team

Henry Green learning technology specialist from Fleming college

C: History behind OER

CF: eCampus is a community initiative for 15 years 2015 govt started putting money into it, online courses, new CEO, from BC, new agenda, new textbooks, new OER, portal to online courses, but only small functions, R&D, course programming, content, student experience design lab, promoting open education among faculty, recognition of learning, strategic planning review process to change the directs, system of shared services for institutions, experiential learning open badging public sleeping, different areas in forcing.

Interested in OERs especially.

AB: board is wanting to go to the faculty and reach out to open resources,

CF: cost saving? Flexibility? What's the goal?

AB Cost saving

KC approaching professors, what do they have to gain? Give examples

CF: faculty to adopt and adapt, benefits students, they don't have to pay for a textbook, marketing for faculty, attract more students, customise a textbook how they like it,

HenryL: ability to remix and adapt to the library, customize to what the professor wants to focus on,

CF legal licenses that allow them to take one chapter at a time if they please. Paying 200 per textbook to use one chapter, use their own research into the content of the course, customizable and rearrange the chapters and take out things that don't matter. Take away global references and use Canada specific examples, adopt is whole textbook, and adapt is

K: what about the royalties that profs get

CF: you make way too much money, do they really need profits from the textbook, argue that its part of their funding to produce the open book/textbook. Open doesn't work in all cases, but still encourage

Henry: a lot of it is, some of the people with their textbook, if its open, it expands the reputation and money is not all

CF good point, lots more possibilities to adapt the open textbook spread the knowledge to the book

K: student success for open education resources, not purchasing the textbooks, does it affect academics with students

Henry: no access to stats, they will have access for everyone, there will be still situations where they can't pay for the printing,

CF not many barriers for open textbook library access to the computer, excel versions lots of formats that are available, not selling you anything, public agency, to build awareness on open education resources. Reduce costs and eliminate stress

NR: programs like English like novel and literature based,

Henry: requires novel the author is written

CF |: novels are very challenging to make it open, 1800 authors open not possible

Henry: benefit of open practices, Robin DeRosa, early American literature, created open textbook by finding public domain work, made the book for free, it is possible, but not all the time supercharging it in the world

Henry Jump back, take that list of open textbook and match the textbook, "are you using it why are you not" as a marketing

CF: -some campaigns, #textbook broke BC |Albeerta, Ontario, Manitoba, go through the open resource OER student toolkit, approach where the campaign where you take photos of the receipt and share it with social media and calculators of the students and using open texts books, customization put yourself to the faculty,

Henry you'd be a hero for the students

CF as a faculty my textbook is free, but there are certain areas where it's not possible, resources, and faculty will be stubborn

CN: incentives for faculty

CF market to students, free textbook, content restructuring, ben bower, a different order of chapters, restructure as he likes to help understand a smooth flow. Better the content of the journal articles, more freedom and less structure and upkeep with the forefront of the knowledge, not old content, that's agreed upon that current knowledge

NR: for professors that mandated programs that have additional cost, connect McGraw-Hill, how to deter them from using

Henry: login that we buy?

AM accounting profession that needs the code for modules and separates for textbooks, these codes theta are being asked to buy these codes

Henry: open versions of that kind of things, solution is exactly what person is doing "lumen learn"

Fern: more textbooks than open modules, funding is issued but will develop open modules that faculty can do on their own, faculty to help develop open source with grants, develop and redevelop but are

Henry OHM lumen learning, there might be something there already to replace the big accounting

CF | first-year courses that are implemented as an access using an open text bok for the likely, open is not prominent right now, even on faculty and posting their research on open portals, no perception associated with that, based on research and trends that are going on in the industry.

KC Sorry for calling you henry

CF BC campus our toolkit, Manitoba speak campus, lots of provincial campuses all our textbooks are from open campus and stuff approximately 200 textbooks open textbook library to expand as more and more faculty is changing tier minds it would be great if they used the textbook

CF Chandra has my email [lease call hopefully that answers a few questions

AM can we find the textbooks

Dave: only limited textbook

NR only less protect book

AM my whole thing is Malcome would love it, but hates paid and connect and things, you do the quests and midterm online if this can offer that then it's not

Point of information: minute

Katie\ : I didn't like the idea of open education resources, ideas change a little from English to business able to access novels cheaper and but in business cost is more prominent its very expensive, sometimes a lot of business students and psychology students won't buy textbooks, failing courses more due to not being able to get a textbook, why this works well with them is midterm grain re increasing my the stats, but how does it benefit faculty, the faculty that care about the students do care about student grades. Maybe we are not in the fur=ture we might

Cn: bc history and funding that the government offer

NR: England history the cost is low and business and psych can gain from going to bob right and asking to free textbook

Karen bob keeps book all year (POI)

NR but its only for a little bit not

Francesco left the meeting

D; I like it I like psych and business, but processor can be picky and choosy, textbook cost, talk to professors, talk more about course packs, baby steps, open source textbooks that have a bigger library.

AM 2 questions,

CN yes

AM: hr required textbooks and readings

CN:

AM: would professor want TP CHOOSE AND PICK and write textbooks and stud

Daave\ ; horrible wit t3chnology and take in an out and suggest it all

CN cold calling essentially \

NR table to t

AM quick notes for everyone to go off of for faculty outreach

Karen to table Chandra seconds motion carries

Karen recess = second Chandra motion to discuss

Call to order @ 1015

Campus visit:

- Ousa, every year, OUSA does a campus visit, provincial partner, come to campus to share what they are doing and their priorities to share with the school and students. Have swag, sunglasses, bottles. In October, finalizing with Leo and Joe so that Sophie can meet. TDSA and OUSA priorities and how they can work together. Session with the board, October board meeting may be inconvenient because it may just have to be an option for multiple days, if you can meet it, great, we will take extensive minutes so that board members who cannot make it they will understand everything that happened. Or we have two board meetings, whatever works best for the board. Send doodle out when Chandra has a date. Any questions
- Alex: can you elaborate on what OUSA is doing
- Chandra: building the connection with OUSA, say hi.

GA:

- 26TH-29TH OF October: Three people so far interested, anyone else?
- Nick: OUSA policy papers, talk about improvements for the papers and how they can be improved
- Chandra: Can only take one board member in the winter, fall is more open for board members
- Katie: Open house is the same weekend

Sweaters:

- Chandra: email sizes

Volunteer calendar:

- Katie: focusing on creating a calendar so that we are not planning last second, all board members have access to it, events that you can volunteer for, updated through Facebook on what is coming up

Parking

Karen complaints about parking, new building survey, was that in the plan  
Al; ex: new building committee, just discussion, and contemplation, parking survey with the city and university, obv parking is an issue, key issues for students

Karen: right now the gravel lot and then we cant once concern as they have to park where?

Katie: students have been parking, civic is an option, agreement with the city, green space is always talked about the parking lot,

AM: saw the parking lot blocked off,

Katie: can park

Dave |: never got tickets

CN: can park

AM sweet

AB: October will be in

CN I withdraw from the list

Karen: continue thinking of it

AM: long-term plan for the dirt lot, underground parking

Nick: Costs so much

: motion to discuss locker rentals

LOCKERS:

Chandra: motion to discuss locker rentals

Nick suggested to take it to the board on how much we should charge, discounted price because it is late in the semester, researched multiple institutions,

Rachel: which ones?

Chandra: ALL-BIG SCHOOLS, WESTERN,

Rachel look at smaller colleges, \$40 per year,

Chandra: looked at same sizes but there were no figures posted online

- McMaster: half and full, \$25 or \$45, September-April and then summer separate
- Lakehead: \$15 for all sessions
- Queens: annual, 12, 17.45 if you are not on the contract per month, 98 for two semesters
- Brock: 35-45 a year
- Western: 69, or annual 174.93
- Ryerson: 90 for the whole year or 30 per semester
- UOIT: 55 per year, but not renting them out this year
- Proposing \$50 for two semester
- Or this year \$40 for the year, increasing the pricing is harder than decreasing
- Nick: why the change in increase? From 25-30
- Chandra: did more research, because we are getting a small amount, if we keep it at 40 then students may be disappointed if they cant have one, 50 fewer students would want it, 50 helps with the progression of paying it back
- Rachel: maintenance cost for the lockers,
- Chandra: contract with students, we will not have to buy out of pocket with dave, but with parts, it will fall on us, Joe stressed that we have to maintain it, so it will fall on the TDSA to keep it up
- Karen: we as Trent or we as TDSA

- Chandra: the idea, if something breaks, we have to fix it right away because the university doesn't own it was a stipulation for having it, lottery system or first come first serve, we will be administering it and campaigning for it, Dave will be helping us take off lockers, we do not have physical cost
- Rachel: need to look at schools around us because western and brock are not the same size as us
- Alex: do we know how many students that want a locker
- Alex b: student satisfaction survey and new building
- Karen: can we do a deposit for students, like 10 dollars, that they will get the money back
- Chandra: not standard practice to ask for deposit, 50 dollars, usually only a gym would ask for the deposit, you will lose deposit if you do not clear out lockers at the end
- Alex: wouldn't that be more beneficial so that we do not have to pay people to fix it
- Katie: people would pick up cheques
- Everyone: 10 for deposit
- Chandra: do you want me to explore options,
- Katie: what Rachel said about looking at different institutions, or outside gyms
- Dave: would not be applicable
- Nick motion to table until research is available
- Nick: all in favor
- Chandra: can this be an email vote

Rachel walks in

AB: under revenue and additional line for expenses for

Nick motion to approve Karen seconded motion carries

Entre closed section moved my nick seconded by Chandra motion carries

Exit closed session moved by Nick seconded by Karen.

Nick: motion to amend the employment and job description policy to amend 6 months to 9 months

Nick: start off with the positive we saw, Alex being approached by students, Chandra maintained high degree and professionalism Katie orientation and creative with clubs and events,

AJ: matters that they wanna discuss, to have a closed session meeting next week TBD, Board decision.

Alex open house sat 28th need support

Oct 3rd leadership conference

Chair adjourned.

## Board meeting Tues October 31<sup>st</sup> 2017

### **1. Call to order at 9:07AM**

Present: Karen, Melissa, Alex B (President) , Chris Neln (chair), Nick Ryan, Scott, Katie (VPCL), Audrianna, Alisia, Tiffany, Chandra (VPUA) [on the phone]

Absent: David, Athena, Francesco, Alex M, Rachel (came in for the closed session at the end), AJ (chair)

### **2. Call for new business:**

Karen, add to discussion, professor debate.

### **3. Approval of the minutes:**

Katie: would like to motion to table that to the next meeting, reason being is that she hasn't received them to edit them yet.

Chandra second.

Karen: why?

Chandra: I apologize, I wasn't able to get around to it. My intention was to send an approval over E-mail so that it doesn't have to wait until next meeting. Perhaps by early next week, and I'll make sure you guys have it by then.

Nick: I know you're busy with all of the conferences.

All in favour of tabling the minutes

### **4. Approval of the agenda:**

nick, second by karen, all in favour

## **5. Declaration of conflict of interest:**

Nick, point of privilege. Explains Robert's Rules approach to Melissa and Scott.

Melissa: yes, have read information, first time experiencing.

Alex B: please feel free to ask questions, point of privilege.

Chandra: we will catch up board members who missed training last time.

Chris: so are there declarations of conflict of interest?

N/A

## **6. Executive Updates:**

6.a President: Chandra and I went to the new student centre opening in Peterborough where the president of the TCSA gave a tour, hopefully we can all go there sometime to see it, hopefully something we will be able to get with the new building. Hope and leadership conference with Tiffany. I think it was a great conference to go to after the office evaluations, I think it was very uplifting. UAPC meeting and the first senate meeting in Peterborough. I organized the board interviews. We also had a visit from Edge Imagining. She came to check out the space for our upcoming grad photos. Also had our first finance committee meeting. Lots of good discussion. Every board meeting I will be doing a financial update. We sat down and I asked our committee members if there was anything in particular that they would like to discuss, Karen and Alex M were there and they wanted to discuss what I've been doing. I've been adding comments/notes to each change on the budget, for transparency so that you can see what the expenses were for. In the next board meeting there will be information/discussion and set it up so that the committee members may speak if they would like. We started doing our executive meeting weekly, working on new evaluation method. ASSIST training in Peterborough, good opportunity to be trained and a good networking opportunity. Also attended GA this past weekend with Chandra, Brittany and a few of our board members. I was able to vote this time, which was a great experience for me.

6.b VPUA: I am more than happy to sit down and give you more details on the individual policy papers from GA. But in the interest of time, we went to GA. Lockers installation, contracts, logistics of it, number stickers, student centre opening in Peterborough, policy work for OUSA, Halloween Haunt trip, OUSA meetings to prep for GA, mental health and campus innovation conference right now, OPSS approvals (student satisfaction survey) still waiting on approvals for the changes, tried to take some time off, went to committee meetings.

6c.VPCL: A few new clubs. Jam Session (music oriented club), also Black Student Alliance club, also re-ratification of the psychology club under new leadership. Begun to check in with E-mails to see how clubs are doing, because many clubs haven't done any events yet. Halloween Haunt trip, our bus cancelled on us last second so Chandra arranged alternative transportation. Wellness Week happened during midterms. Some good aspects and others may need to be changed for next time. We had daily events Monday-Thursday. Walk, meditation session, pancake art, craft day (plants, bath bombs, etc). Trying my very hardest to use my banked hours. I will be taking Thursdays off from now on to try to use them up. Club training. Sent E-mails to clubs who have not been trained still, so that they can get started. As was mentioned, we went through BOD interviews, advertising for the other openings (media studies, HR post grad position). I've been working on assembling an events committee. Have a committee of people to do ground work, propose ideas, help set ups, etc., sort of like a prom committee. I'll bring that to the next board meeting. I was working open house in the tuck shop. Worked on a locker campaign and have been advertising for that. Chandra and I went to TUFA dinner, faculty alliance diner. Essentially everyone talked about their own unions. We learned a lot about food services, and voiced some concerns regarding initiatives that faculty alliance can be on our side with. Planning with Chris about what can happen in November and December. We will be doing a milk shake competition for November, lip sync battle, holiday karaoke pub night. Looking into weekly programming. I thought meditation sessions would be great. I'm looking into getting certified so that I can lead that weekly in the multi faith room, also some requests for a knitting club/group. Also midnight manhaunt is happening tonight, please come.

## **7.Approvals:**

### **A. motion to add a new board position:**

be it resolved that the 2017/18 board approve the addition of a transfer student board position.

Motion to discuss: all in favor

Audri: I was wondering if you had the numbers for that population

Karen: I think nick could probably better

Nick: 45% incoming transfer students

Karen: I totally understand putting in a transfer credit position, but I think if we do that, then we need to do a mature student position and also the teachers education stream. I know that's not a program, but people are concerned about how they can get their degree with teachers education stream.

Nick: being in the teachers education stream, I'm kind of biased. With mature students I don't think there's enough population, I think they would be covered in either transfer student or their individual program, which would result in almost triple representation. Transfer students is such a large portion of the new students that we get. Trent recognizes that they have individual needs and need to be advocated for.

Alex: we just had our first year director position interviews, one of the candidates that we did interview is actually a transfer student. Nick and I did her interview over the phone, she was fabulous, she was suiting to the board, there is a huge population and other BOD's are concerned that the double representation wouldn't be good. Right now many of our directors are actually transfer students so this year it may already be covered however in future years we are not guaranteed. Whereas mature students are already represented within their program. I do like the idea of having a teachers education position but right now I'd like to focus on this.

Chandra: I appreciate karen's concerns regarding the other positions. Mature students are usually ignored at university because of their different demographic

and their needs and concerns are probably different than the needs of younger students.

Katie: I just wanted to add that in terms of the transfer students, I think it's only fair, just like the first year director. If they just started in the fall they didn't have the chance to run earlier in the year. First years are also represented in different ways as well. In terms of the teachers education, I don't believe we should have this position, because like the Swansea program, last year at AGM, we were chatting about teachers education and why it isn't represented. We established with the Swansea program that they are represented already. I think it's fair to have concerns for the program, but then we go into this rabbit hole of other things that are not being represented.

Alex: in terms of board occupancy it is important for us to realize that we are a small program and we have a hard time, last year on a regular basis there was probably about 6 members per meeting. New positions are ensuring that more voices are being heard.

Karen: what would the role of the transfer student be?

Chandra: more or less the same as any position. Speaking on behalf of transfer students. They would be able to connect more with transfers because they know the problems first hand.

Chris: the largest issue is transferring credits, not having a smooth process. Having a student representative would be able to advocate for credit analysis done on this campus more often (bringing the person down from Peterborough) we have someone who creates agreements with colleges, Ryan and they could meet.

Nick: we should also put this out for an online vote because we have people missing and need as many people as possible to vote.

Alex: would you like to table for online approval?

Nick: I think we can approve now with the stipulation that it does go out to everyone

Chris: you guys can start the vote here but it would not be finalized until you have online submissions, which could have a deadline to end the vote.

Nick: amend the motion, whereas it received a majority vote in the board meeting and an online vote to be terminated in 2 business days.

Motion to approve, alex first, katie second, all in favor.

Katie: We lack attendance in programming and we need to ensure these transfer credits are going through. It would be nice to have someone to get people to come to our programming. Creating programming that is different from what we're doing, to ensure we attract transfer students

Alex: at the GA we did move to approve the next GA paper. There is a transfer student paper, so I think if this position is accepted and approved, then maybe this person could author on the paper.

Nick: call the question. Second by Chandra.

Chris: all in favour of adding a new board position. All in favor.

Motion approved pending the results of the online vote.

Audri: wait are we giving this position to this person specifically or are we putting it out to have other people interview?

Alex: the executives talked about this person in particular.

Audri: is that something we can have for discussion? I feel like it would be fair to let everyone have an opportunity for it, and maybe there could be people who have been wanting a position like this for a long time, maybe we should put it out for a week.

Alex: I agree, thank you for saying that.

Nick: also opened up to people with existing representations.

Chandra: I agree, if the Board is in consensus with waiting a week, we could increase the replies.

Chris: we still have the deadline approved for this approval to be passed, to approve the addition of the position, not the person.

Alex: the sooner everyone replied the sooner we can advertise. I'm going to be letting her know that we will be opening it up to others, etc.

## **8. Information/Discussion**

### A. new board members.

Alex: would like to officially welcome the new board positions. Critical thinking, scott, Melissa for first year director. We are looking forward to working with you guys.

Melissa: I'm a first year student, I was interested because I've mad a lot of friends already and I love this campus and how small it is. I'm in child and youth studies. I have a lot of ideas for events so I'll be excited to help Katie on that committee.

Scott: I've always been interested in politics. In critical thinking first year to get into politics more, want to get used to these processes, make friends and connections. Heard about the board from nick ryan and nick ashmore.

### B. addition of the new position

### C. board of director discount

Chandra: we want to acknowledge the great work you guys do. We understand how passionate you are. So as a thank you, we have decided to offer a discount for you guys, all of the apparel, will be able to purchase at cost (you pay what we pay). We will be keeping track of what we're selling to you guys, this will not affect our revenue or sales, we will just break even on the items.

Alex: used books not included. Also includes employees as well.

Chandra: starting November 1<sup>st</sup>. But I'm sure if you guys want to purchase today that is fine.

Nick: thank you.

#### D. board matters

Karen: we did have a meeting regarding concerns for the executives. I took the audit into my hands, along with Alisia and AJ. We did an audit of the hours, just to check into everything for transparency. We didn't have any concerns except for the VP's who have lots of banked hours. They do have plan of actions to use up those banked hours. I just wanted to say that now that Katie is taking one day off a week, so she won't be as available, so in terms of communication she will take longer to get back to you. We cannot expect the same level of response if they are working fewer hours per week. Everything has been approved in regards to their banked hours already.

Nick: just consistent with a vote from the last meeting, we are supposed to go into a closed session without the executives.

Motion to table this item to the end, nick seconded, all in favour (so that Chandra can go back to his conference).

Katie: just in terms of future audits, if they do happen, I just would like the board to understand that if there is a concern with banked hours, asking executives to come in is a little tricky, because we are trying to use banked hours but also demanded to be in additional meetings. If there is an email that can go out instead, it would be appreciated. Also understanding the steps this process takes. The plan of action was requested before the audit was performed. If we didn't actually have banked hours that wouldn't have made sense. Please do things in a proper order.

Nick: completely agree. Actually right now, Alisia, Rachel, Chandra, Alex, are writing an audit procedure. Which will be a step by step process on how to audit. It will be very thorough.

Alex: thank you for taking that on.

#### E. Communication

Chandra: I was hoping AJ would be in the room. I can get one of the board members to champion this, so everyone gets that memo(Karen volunteers). It has come to our attention that the board has started a group chat on Facebook, to

discuss this issue, please make sure that its relayed back to AJ that the issue is finished and we would like to dissolve that group, because the executives are also Board members and need to be in there. Emails would be better to protect everyone on the board. But during the closed session we understand we weren't included in it, but now that this coming out of closed session we should close that group and exercise caution by using email for paper trails..

Karen: can I email this to everyone.

Chandra: sure as long as you are confident that everyone would read it, and spread to AJ more because he is responsible.

Nick: we wanted one person to streamline communication, so that was where we would send our questions, so I do agree that we need to delete it and do something better.

Chandra: please cc the entire board on the email.

## F. professor debates

Karen: I was talking to a student in Peterborough, and they said they do a professor debate with the English department. I'm kind of stealing her idea, but I thought it would be cool if we reached out to a few professors, ask if they want to participate. We would be having a forum in the front atrium, and arrange all of that, so we can have 2 or 3 profs debating, with a specific topic in mind, so that its already kind of established, if we agree, we can open up to students to ask questions near the end, I think if the board could make it like an annual thing I think it would be a lot of fun.

Nick: we should have some questions/topics in mind before we ask professors

Katie: coming from a world of improv, I disagree. The attractive piece is this on the fly debating. We could have multiple topics on a spin wheel. Professors often have to do that in the classroom anyways. We can also do lines from the audience, so that audience members write down a topic on a piece of paper, and the facilitator can open the pieces of paper from a bowl and only use the appropriate ones.

Audri: I was going to say something similar, having a mix of known or unknown topics. How did you want to see this work?

Karen: maybe before exams this semester. As a fun stress reliever, its academic but also fun and gives students the opportunity to see professors in a new way, might make them seem more approachable. I did approach Joel a couple weeks ago, and he said he would except he would like to know some of the topics in advance.

Chandra: point of information, we would have faculty come in and debate with each other and then open questions to the audience. I'm going to have to disagree with what katie said, maybe we can reach out and see how Peterborough does it. I think profs would sign up more willingly if its topics that they are passionate about it. Might be more successful.

Alex: my suggestion, was maybe having a list of topics up for potential debates and sending that out to professors in advance

Scott: is this pairing different professors from each program or just English?

Karen: in Peterborough it is just English because they have enough professors. But it might be interesting to do the full campus over here because we are small, would be more interesting if its department vs department.

Scott: I like the idea with the wheel. If we send certain topics, maybe a couple profs could choose each topic. Would be easier for scheduling.

Audri: is there a set amount of time?

Karen: more quick, like maybe 15 minutes. Or less, we would have to cut them off.

Alex: just thinking about time and how Chandra is at a conference, we can get an E-mail sent out to everyone.

Chris: quick question if a Board member has an event idea, can they just ask Katie or do they have to go straight to the board? All board members are encouraged to do events.

Katie: yes just come to me, but can be brought to the Board for further discussion if needed.

Karen: yes, I did bring it up to Katie, but wanted to talk here because I need to ask the board members to speak to their professors from their departments.

Katie: would love to see Board members to start their own programming.

## **9. Updates**

a. Alex: because of the increase in minimum wage in October, was not affected on our budget because we pay our employees slightly above minimum wage already. If the increase in January happens, we will need to look at the budget again. So right now it hasn't been affected but it could.

nick: motion to mandate the executive committee to come up with a long-term solution for the salary, for the next meeting. We tried to solve this long term last year and we thought we did, but we didn't anticipate a huge jump in minimum wage, and it is something we need to solve.

Scott: maybe having it ready for the next meeting, long term financials, so that we can discuss and talk about it in December so we are ready for January.

Chandra: so nick, would you be able to send an E-mail with what is expected in the long term plan, quick couple sentences so we know the direction.

Nick: I was thinking a long term salary model that can be consistent with minimum wage.

Alex: definitely something we can do and CC the entire board.

Karen: can we find the money by reallocating?

Katie: yes

Chandra: I think the min wage increase this time is majorly a political thing rather than a needed increase in the system, I don't foresee this happening again in the next few years, we can do some research with what the political future progressions look like, just to confirm.

Alex: we have already allocated all the money, there are some lines that are leftover (Orientation) this was unexpected and not our choice so it may be a little messy.

Karen: yes, but just meaning to estimate next years projections. And go over it in our finance committee meeting.

motion to move minimum wage up the list, so that Chandra can go.

Movember events: Katie, motion to table to an email update.

Second by nick, all in favor

Grad photos

Alex: November 27-29, grad photos in the front atrium, please go get your headshots. If you are not able to do it during this time you can go in the spring.

Katie: I also need some headshots for the website for the new board members

Alex: also I really wanted to get a picture of everyone in our mittens and scarves and we can use it to advertise.

Karen: motion to recess ,and then directors to come back for the closed session.

Motion to recess and return for the closed session

November 24<sup>th</sup>, 2017

1.Call to Order 1:04pm

Present: AJ (Chair), Tiffany, Athena, Alex B (president), Alex M, Melissa, Alisia, Karen, Brittany (advocacy commissioner), Nick, Rachel, Katie (VPCL), Chandra (VPUA), Audrianna, Scott, OUSA Executives

Absent: Francesco and David

Procedural Items:

2.Call for new business

Katie, motion to add to approvals, TDSA events committee, Alisia second, all in favour.

Chandra, motion to move executive updates to number 10 instead of 7, nick second, all in favour.

Chandra motion to have OUSA in the meeting, nick second, all in favour.

3.Approval of the minutes

. Nick second, all in favour. Minutes approved.

4. Approval of the agenda

5.Declaration of conflict of interest

Chandra: we're going to be talking about salaries and everyone is here, just an FYI.

OUSA Visit:

Sophie gives presentation on behalf of OUSA. What does OUSA do, what their priorities will be for the year, etc.

## 6. Approval

### A. TDSA Events committee (VPCL)

Motion to move to discuss, karen second, all in favour.

Nick: would this solely be helping hands at the events or to help plan events?

Katie: mostly volunteer based, process will be to decide small areas that volunteers can take on. A few people can research options for catering for semi, things like that. A narrowing process, to make mine and Fatima's job easier. More hands on deck at events as well.

Chandra: also gives the Board a better chance to fulfill their roles. Sometimes its hard to find committees, to fill their ten hours, so having an extra committee, gives more flexibility to volunteer/fill your time.

Nick: would there be any overlap of the responsibilities from TDSA cares?

Katie: If people are organizing specific campaigns and need helping hands they can turn to the events committee. We already have a list of people in mind that we typically grab, but now we will have a formal group prepared for this.

Motion to approve the committee, Rachel second, all in favour.

### B. Salary Update for January 2018

Alex reads motion

Motion to discuss, Rachel second, all in favour

Nick: point of information does this also include operations coordinator?

Alex: no

Chandra: we didn't include OC because it is not affected by the minimum wage increase in January, and we wouldn't be able to afford it in the budget

Karen: have you guys estimated how much it will cost and what the increase in the budget would be?

Alex: we do have it all planned out

Chandra: essentially, the increase from January-April would cost around \$5000. We found room from different lines, especially from VPCL budget, from Katie spending significantly less for Orientation and she will be more economical in small events. Also have asked Satie to stay around 8000 for semi like was done last year.

Nick: going forward would that mean a permanent shrink to those budget lines?

Alex: I think it would be year to year. This year Katie has been really good at not spending a lot, but next year it would be different. So this will have to be adjusted year to year.

Scott: would there be a way that we could just add it to the student fees to off-set the cost, even to just cover half of it, I'm sure every student could contribute about \$1 more.

Karen: are you asking for an increase in wages?

Scott: yeah, rather than trying to find money year to year.

Chandra: we can increase the levy up to 5% a year, but would need a referendum.

Katie: we saw a real change with campus life this year, whereas last year a lot of the lines weren't even close to being met. This year we saw a cut in orientation because we didn't know what we were going to spend since it was so different. But now we know it can cost a lot less than \$10,000 so we can re-evaluate the total of that budget line in the future.

Alex M: I just don't really like how it's worded. The way I'm reading it is like 19.6% on top of the \$14. I'd rather it just say to match the new minimum wage requirements

Chandra: these are not the final documents, just the general idea of it. We can bring the final numbers to you once the entire thing happens. We still have time before January 1st, it's just in preparation for it and not set in stone.

Rachel: where did you get this figure?

Chandra: minimum wage increase is set to \$14 in 2018 and \$15 in 2019.

Sophie (OUSA): legislation passed yesterday. It is in fact happening, \$14 in 2018 and \$15 in 2019.

Rachel: That didn't answer my question, 19.6% increase brings you to \$16-something an hour, which is more than what the gap typically is. Its usually \$1.50 more than minimum wage with the TDSA.

Chandra: we didn't find that in policy that we get \$1.50 more than minimum wage. With CPI increase, it changes every year. We thought cost of living was one of the reasons that the government changed the minimum wage. We're doing the same as the sector.

Karen: If it is 19.6 then its 16.74/hour, so that will be the new one?

Chandra: It's around there, yes.

Karen: and that would help with next year, with it being up to \$15

Chandra: 2019 January

Nick: you're proposing a 19.6% increase, one time, and then we do this next time and next time. Would anyone be opposed to just tying it to a % above minimum wage forever?

Chandra: Yes we have been talking about it in the office, but to accurately rep the % data, we felt that the percentage from the old minimum wage to the new minimum wage, it's more accurate. But if the board feels that another way is better, we can do that.

Alex M: We've already discussed this last year and we need to find another solution so we can prevent ourselves from talking about this year to year. Ultimately we need to go home and do research on what you think would be best, and then we can talk about this. We can't resolve this right now, we do have until January. I'd rather not have to talk about this again.

Scott: I totally agree, I think that if we set it at a certain %,so we don't know if the minimum wage will actually go up to \$15 next January. Then we can just do this same % every year, rather than one overall number and doing this year to year. We do need to maintain a certain amount over min wage.

Chandra: I am going to have to disagree with Alex. Yes we did talk about it last year, but this is a different situation because it is government mandated. But this doesn't have to be done today, we can totally table it until the next meeting.

Katie: point of information, our long term plan is coming and that will be included.

Alex: motion to move this to the December meeting along with the long term plan.

Alex M: can we all bring research to that meeting then so we all know what we're talking about in that meeting?

Audri: just a question, what is the percentage that you get paid above minimum wage now?

Alex: right now min wage is \$11.40 and we get paid \$13.78. So around 17%.

Nick: I have an amendment here that would break it up from the executives and the office executives. I think we can approve the office employees today, since they just get paid min wage anyways.

Alex: no they get paid 11.70, a little above.

Chandra: works out to about 3% more than minimum wage right now. To make it more competitive.

Motion to table this, nick second, all in favour.

## 7.Information/Discussions

### a. Long Term Salary Plan b. TDSA Policy Library Discussion:

Brittany: I created a collection of policy to present, in hopes that you choose one that you would like to add to the policy library for this year.

i. Sustainability: high quality of life for students, safe and secure campus. ii. Accessibility: promoting community inclusion for all students. iii. Discrimination: opposes any and all discrimination against, religious/spiritual affiliation, ethnicity, language...etc. iv. Sexual violence prevention v. Gender/women's issues: providing inclusive and comprehensive environment regardless of gender/identity. Gender-neutral facilities (bathrooms, study areas, et.)

Chandra: call for a recess, would like to ask everyone to rate those topics as important to least important. and we can work on the one that we feel is most important. Next year's executive team will be left with a list of things that they can immediately start on and know where to go.

Katie: we can chat about it more after the recess and we can create a google doc to number them.

Chandra: can we also all make sure to contact each other in regards to sharing personal information. Sorry to change the topic before I have to run off.

All in favour of 10 min recess. At 1:59PM

Meeting back to order at 2:23pm

Nick: I think we should call out each one and if you think that's the most important then put up your hand

Melissa: motion to discuss each one and provide your point, katie second, all in favour

Katie: I think that based off an incident at a recent event, is discrimination. I think that's overlooked a lot. My belief is I think it's the most important this year.

Alex B: in regards to accessibility and sustainability, next year there will be a lot more planning around the new buildings so that might be good topics for next year

Nick: sexual violence prevention may also go along with that. Residence will yield new problems that we won't be accustomed to dealing with. So having a policy on that is good

Melissa: sustainability, with the development of the new buildings I think we should have the sustainability in advance. Solar panels, light bulbs, etc. there are some things that can really work for that and this will be pressing before we get the buildings. And then looking at other problems like sexual violence, discrimination, etc.

Karen: have there been issues arising with accessibility?

Katie: yes. It is a big problem. I didn't know until this year, that the wheelchair accessible buses that come need to be booked 24-48 hours in advance. They are

often hours late as well, so transit is a huge issue. We do call cabs to make it work, but transit is pretty horrible. A few years ago the wheelchair buttons for the doors came in, which should have been done sooner than that.

Alex b: my suggestion is that we open up a google drive and everyone can vote and we can see which topic has the biggest vote in coming years, I think we should try to do 2 policies in a year (1 per term). If everyone is comfortable with that?

Melissa: accessibility...that goes for our campus as well as our new buildings right? Elevators, etc.

Alex B: yes, we toured some residences recently. To give us ideas of what we need to be looking for in the future. Such as raises in the floor, for the blind, making sure the hallways are wide enough for wheelchairs, etc. lots of things to implement.

Karen: Motion to do electronic vote with google docs. As many people are missing now. Maybe we can discuss more at the next meeting after the vote.

Katie: Yes. Also, in terms of the papers, these are great in terms of whether it's just us or if it reaches beyond us, to the university committees, for example, Alex and Chandra sit on the newbuilding committee, the accessibility piece will be proactive and reach more people. It's a great platform to educate ourselves and share useful information at the committees where real changes happen.

Alex B: we also can't lobby on anything that we don't have in our policy library, just like OUSA. This will give us a concrete stance on where we stand as an organization

Audrianna: when we're voting online, is it just going to be voting on the top one, or list 1-5 of importance?

Aj: Yes we can make Qualtrics and give all 5 options to be rated.

Katie: I will take that on if that's okay?

Nick: Motion for online vote to be completed within a week, second Audrianna, all in favour.

c. Student Employee Evaluations:

Katie: Motion to table, second Audrianna, all in favour

## 8. Updates

d. Upcoming dates i. Grad Photos: Nov 27th-30th 2017 (Alex) please make sure to get your headshot, no appointment is needed.

Karen: what if I'm already registered for grad photos?

Alex: they will just use your grad photo on the board composite. Only need headshot if you are a nongraduating student.

ii. AGM: Tuesday, December 4th @ 12pm: (Alex) date mix up, it's December 5th at 12pm. Nick: isn't that the same time as lip sync? Katie: that's another update...

Audri: What's AGM?

Alex B: annual general meeting.

Katie: all board members required to come and also club executives, please come as well. There will be food!

Nick: lip sync battle is also the 5th? We've already scheduled the workers for lip sync battle set up, lights and sound and everything. I'm not saying change it but it would be a pretty involved process to change.

Katie: yes unfortunately been double booked. So lip sync will be 1-3pm and AGM is noon to 1pm.

Karen: are you doing a Facebook event for the AGM?

Katie: yes, Fatima is creating the graphic today. Will likely go up tonight. If you could all share that on Facebook as well. Lots of promo please.

Melissa: at AGM are we all speaking?

Katie: we'll be presenting on things that have happened so far this year, we'll be presenting the budget, events such as orientation such, and also voting on a couple things.

Alex B: we've had trouble getting people to come in the past so we thought putting it before the lip sync battle will also help get people out to the AGM

iii. Pub Night Wednesday December 6th , 5-8pm (Katie) holiday karaoke theme pub night. We're partnering with TESSO. English profs will be there as well. Also having a wrap battle. Will also need servers, please let me know if you can assist in any way.

Melissa: to volunteer with things do we just come to you directly?

Katie: yes.

e. Other

Alex: can we do executive updates via E-mail since chandra isn't here?

Katie: yes

Aj: motion to convert executive updates to email, second audri, all in favour, approved.

Meeting adjourned at 2:41PM.

December 13th 2017, board of directors

Call to order at 1:01pm

Present: Alex B, Rachel, Karen, Tiffany, Audri, Melissa, Leo, Amber, Scott, Alex M, Nick, Katie, Chandra, Alisia, Aj

Absent:

Francesco

Athena

Leo: I'm here to let you know that the board of governors is discussing. I have some questions, so we're working with the board, for the new building for the durham campus. The city has donated the property. 20 million dollar project. But the board and finance property committee has approved it and now we're making a detailed plan. By the last meeting (may or june 2018) we'd be ready for the board to approve it, 200 residences and then a floor of academic space. We'd start building next year. But what I wanted to talk about is that when that goes through, they will propose that we introduce the college system at the durham campus. The Peterborough campus runs by residential colleges. Each res is associated with a college, trail, zogsy, etc. the board thinks this is how trent should work. Durham has been independent and we didn't have residences. With the approval for the building will also come with approval for this college system. It would run the same as Peterborough. The idea is that it could be healthy...giving Tuesday. This past giving Tuesday, we raised money for the particular colleges. Champlain college raised 30 thousand dollars, part of the idea is that durham should be a part of this. The tdsa would still be here just like the tcsa. But then there would also be a college cabinet. This has to do with student services and activities in house, this would create more opportunities for volunteers. Here's one thing, if we created college, what would we name it? That's not a small question. Should it be a historical person in durham, could it be an indigenous name? should it be something else? I'd like you to think about that and work that out in a way that people would agree on. The second thing is that, we shouldn't establish one college at durham, there should be two. Even though

it's a relatively small campus, all our students and faculty would be in one college. We're going to be growing this campus to about 25000 students, so eventually there would be another college. However, most colleges have friendly rivalry, for competition, etc. so our one college would be able to compete against Peterborough but if we had two, then those two colleges could have friendly competition on one campus. I don't run the colleges but I have a pretty good sense of how they run.

Nick: my main question is, how would the integration into the college situation, how would that effect services on campus?

Leo: I think, its an interesting question, depends how you structure the college, but it would be seamless. Same services would be provided, just under a college structure. Big movement at trail to go back to how they were run before. A professor who was master of the college, and things were organized under that. Most of the colleges in Peterborough have moved away from that, but not with trail, where we have re-established that. Do we want to have that kind of style. We would look for a faculty member to be the head of the college. Services would stay the same, to maybe even push for more student services, so that they're the same as the colleges in Peterborough.

Rachel: practically speaking, how would the college system fit with the current structure at durham

Leo: same as Peterborough, keep in mind that tcsa and colleges are separate. So the colleges have their own cabinets and prime ministers, etc. they're concerned with student service activities for that specific college. Parties, events, academic goings-on, etc. my idea would be that durham stays with tdsa and keeps that connection with OUSA. The one complication, in Peterborough the colleges have position on senate and at durham, the tdsa has the spot on senate. I think I would leave that alone for the moment.

Nick: it sounds like a lot of things would stay the same in our operations, what in the day to day operations would change

Leo: given that they wouldn't change, why have a college? Sort of philosophical, the boards point of view, the colleges just give more of an identity. In Peterborough it gives a smaller community within trent. You can wear your

scarves, etc. the durham campus needs more identity, there are few people living on campus, just a commuter campus. This will create more of a personality. And when we get two colleges, I'm thinking of Hogwarts. The colleges get their own personalities and I will tell you for example, alumni are the biggest donors to the university. And their biggest interest is the college that they were a part of. You can decide on mascots, and what traditions you will create. Healthy rivalry.

Scott: what are the growth expectations for students over the next ten years at this campus alone, and since there would be two student governments, would the fees be split?

Leo: it wouldn't change. Do we want to go back to the old style with profs in charge. That might make a small change to college fees. But that's still a student service fee. Its more just changing the structure. In terms of numbers, the general expectation is that this will go to about 2500 students in 5 to ten years. We want trent to grow. But we still want to keep it small. If we grow, we can hae more residences, more courses, etc. if the GO train does go right across the 401 here, then we can grow it a lot more than that if we want.

Karen: I was wondering what the cabinet model is?

Leo: I don't get that involved. I know there's a prime minister and a little executive committee. I think its varied depending n the colleges. If we go this way, we can bring down college people to talk and help make decisions. But I think its pretty open.

Karen: who are they responsible to? Like to Peterborough? Or to the tdsa

Leo: the colleges work with student services, so the prime minister works with the college heads but through student services. So that could be done on the durham campus

Rachel: from what I understand not much would be changing in the day to day so what's the benefit?

Leo: I don't think a lot will change day to day, but it would give you a college presence, it will help people be committed to the college, faculty involvement, running events. Its just having another kind of association. If we do one then everyone will be a member of one, which will be a minimal change. But we can

start to build traditions. The cabinet can run events in addition to the tdsa. I would want them really involved at orientation week, academic advising, etc. if we just do one then at least at the start, it will be a minimal change. But over time these colleges get an identity. In my experience at Peterborough, some students and a few faculty, they take the colleges very seriously. Whereas there's some students who are not very involved at all. I think having Durham more included will help.

Chandra: if we had two colleges but just one res, how does that work?

Leo: we can have two separate floors and build from there. But keep in mind that the students that come to Peterborough who are not in res are also part of the college. So if there is two colleges at Durham we could find a way to split up the students. Or wait for another residence. Within the next 5-10 years there will probably be more.

Katie: how was Zofsky with introducing another college? How was that received?

Leo: I wasn't here. But I know that in the colleges at Peterborough in some ways are less colleges than they once were. Because they don't have masters anymore. I know Zofsky was successful but it was more disciplinary, the way it was put together. In terms of the board, they're going to want to do this in a way where everyone is involved. The board takes the view that being a part of a college is part of the Trent brand. The Julian Blackburn thing is interesting. It fell apart because it was for part time students and then when full time students came here, they didn't know how to separate it. Board members regret that. Colleges will also provide more opportunities to people. We've been talking about the Durham building, etc. they've started to ask why there isn't a college. I think they'll be very sensitive if you want two instead of one, in terms of naming, structure, etc.

Audri: regardless of the identity, everyone will be included no matter what, no matter if they're commuters or stay on res, etc.

Leo: yes everyone gets appointed to a college, even faculty. A lot of faculty just ignore it. And some students are like that too if they don't stay on res and don't take an interest. But everyone will be appointed.

Katie: I like the two college system for sure. If there's just one, I don't know if it would be successful if students are forced into one area. The two college system allows freedom of choice

Nick: I agree. If we go with the college system we should do two. Would the academics change? Particularly child and youth? Also what would the integration with other colleges look like

Leo: I would hope that Durham would be a part of the healthy rivalry. The college cabinets can decide during orientation, if there should be challenges, etc. I would expect something to happen in a good way. I don't understand the child and youth study questions though

Nick: It's a program not offered in Peterborough. The faculty are still based out of Peterborough though

Leo: I don't see it that way. But one reality is that Joe Muldoon is going to retire and at that point, I changed the structure of this campus before, so that Durham campus wasn't run from people in Peterborough, we created the position for Joe. I don't know when but at some point, when he retires, we're going to introduce a dean at this campus. That dean will become the academic authority of what happens. Most of the faculty here now report to departments in Peterborough and that shouldn't be that way. There will be local control over the academics here at Durham. The next step will have a dean, and then child and youth will report to that dean and not to the Peterborough departments. When Joe steps down the position will be changed but that's separate from the college thing

Melissa: I think most of my questions were answered but I agree that I don't think it would be beneficial to have one college. The point would be to have two. If there was just one college there may be some disconnect between TDSA events and the college events. But if we had the two, there would be separation. Do you think there would be issues with them holding their events and TDSA events changing? Because right now we're the only ones really hosting regular events

Leo: I don't think so. And if we have two then we can have two names and less disagreement will happen. But it works on the Peterborough campus, where TCA organizes events and focuses on certain things but sometimes you can coordinate

with colleges and I think that will happen here. The main thing is that we could do more events because the cabinets would host as well.

Amber: I'm thinking, are people who do activities for colleges volunteers? Are we pulling from the same volunteer people who already do clubs and boards and tdsa things? But even though clubs and tdsa and colleges would attract different kinds of people, it would help open up your volunteer pool.

AJ: to add to that, I have many friends at U of T and they also have a college system. There is a sense of pride. I think it would be a great benefit at our campus. During open house for our merch, I heard someone say, oh it says Durham though, because they just wanted Trent on it. So there's this bland perception.

Leo: in terms of volunteers I think it would just mean more that there's more volunteer opportunity.

Amber: some people don't want to identify that they go to the Durham campus. It is another opportunity, to be more involved in another kind of family whether they identify with Durham campus or not.

Leo: when I think of Peterborough, it's officially called the Symons campus and no one identifies with that. People don't even usually say it. We just identify with Trent or Trent Peterborough and then with the colleges. So the Durham thing might not be important to people.

Amber: our students here know we're more than just the Durham campus. As tdsa, do you have any thoughts on objectives or things that we're missing in the student experience that having a college system would help or enhance or maybe it would move away from things that you're trying to build. Also is there anyone who thinks having one is good?

Leo: I think we should bring down the college head

Nick: in response to Amber's questions, a lot of what we try to do in orientation is establish some tradition. We started the campus cup, etc. colleges could enhance that. The one thing in favor of the one college is not splitting resources. We would be a decent sized college all together, but as two, we would be very small and

have very small resources. Do we want to pool resources together or do we want more in house rivalry experience.

Leo: keep in mind that trail only had 100 students and it won the great race during orientation. We're trying to grow their numbers. At about 350 now. But probably reach 5 or 600.

Katie: I think in terms of nick's response, I agree. Engagement would grow. Also the lack of alumni connection we have here, bugs me. So I think that presence would grow. We're currently trying to build this identity with durham, I would be afraid of the durham name diminishing if we had two colleges. Similar to how no one says Symons campus anymore.

alex: I think we tried to start doing that, each program compete against each other (nick: you mean by street names) right, I think that works out better than having just one college. Im hung up on the structure, if we're hosting events, would that have to approve by the vpcl and where would their budget come from.

Leo: I'm not sure of all the details but essentially is that the students service fees go to support the colleges and that is separate from the money that goes to the student government. The tcsa organizes their events but the college funding goes through student service fees.

Alex: so they would need approval?

Amber: so we as staff, it doesn't go through tdsa when we run events. The only thing we assist with for the tdsa is security, room bookings, etc. so as a college, it would be similar. I don't think it would hinder the tdsa in any way.

Leo: if we do decide to have two colleges, we can have some programs with each college. Put the names of the colleges on the board, that we can try to create names for the colleges.

Scott: im more for the one college, I like that we are separate and we are different. I like that Peterborough doesn't have the communications program, small campus, etc. we could start with one and eventually have two. I feel like there's enough elite programs that are unique here. I wouldn't want to split them up and we don't have enough students who would actively engage in rivalry. We

have a hard time getting students out in events anyways. Naming should be more indigenous. We're the Oshawa campus, which is an indigenous word.

Leo: once we have a residence though there will be much more involvement.

Scott: but if we have one residence and two colleges we have to be aware of potential property damage, etc. the residence is a new experience bringing everyone in together and have events together and split as we grow

Aj: for anyone who has an exam at 2...

Leo: yes don't miss your exams. But maybe before you go, please have discussions about this. I will go back to the board and let them know that we've had this chat. We are still a few months away from this decision but please start thinking about whether you want one or two, etc. also get some college cabinet members to come chat with you. The board will organize it the way you want it so you need to think it through

Nick: if we are doing the colleges, dividing up by discipline, we tried to do that during orientation and we just couldn't. Child and youth was 160+ people every year. Only 60 psych, we have these large programs that take up so much of our entry classes. For the people worrying about creating a divide in our students, but I think a certain level of that actually creates unity. As long as it's healthy. If we had just one college it would be difficult to go up to Peterborough to often participate in the rivalry but we could just do it down here with our 2 colleges.

Leo: we could have debate competitions, etc.

Nick leaves for exam.

Melissa: you had said that you had hesitations about volunteers. Would the colleges diminish what we have here? They are so small but we keep saying that in 5 or 10 years, it should grow. I think just with first years coming in, the growth in our population, it shouldn't be hard to find people who are willing to volunteer. Right now I'm living at the Durham college residence and there's no colleges. I find it difficult to feel a part of anything there. Because I don't go to school there. There's no events. I think the colleges in the residences it would help build a hype. Without colleges it will be the same as Durham College's res.

Chandra: about splitting resources, I think that healthy competition is good. Lets say ten thousand is rewarded to one college instead of 5 and 5, its all going back into student life. The tdsa budget will not be affected by it. Would there need to be a referendum to add a fee to fund the cabinet.

Leo: I asked nona and she said no. student services that people pay would be the same but just used for something different.

Chandra: do you foresee the funds hindering the student services that we have on campus now

Leo: no, I think it puts you in sync with how trent operates. One of the things that the colleges are very good at doing is that colleges have surplus' to be used for special projects. Alumni donate a lot of money, and I could help you start that. Hopefully it would be more in the end htough. The question of whether a prof should be the master, creates a divide.

Rachel: I disagree with the college system in general it doesn't sit well with me. Especially two on one campus this size. Our population is already very community based. I don't think it would be healthy. If we had to, I would go with one college. We already identify that we go to trent durham. We have the identity built, and everyone knows each other. My preference in no college.

Leo: sounds like you guys have some discussions to be had. If the tdsa wants to come and speak to the board im sure we can arrange that. My guess would be that they want to move in this direction is because that's how trent is set up. Many of them are also trent alumni. But they would listen to your objections.

Alex: im on the fencebetween 1, 2 or none.

Leo: that's a broad fence

Alex: I can relate to Rachel. Essentially we are like peterborough's offspring of another college. But if we have a res, and split up the colleges. What if we get another res in a few years, do we just move the second college over there so its all split up? I don't really know if it would work ehre

Leo: let's pretend im the board. I don't think moving to the second res in the future is a big deal. Lets see what happens if we have none. It's a minimal change ad you salready said you're like a college ayways so if you go for one it helps

introduce more opportunities for students and faculties but its not a cbig change so there's no reason to be upset about it. I don't know what they'd say about 2, but that's what they will say if you don't want a college at all. Faculty have already said that we already feel like one college. The colleges work well with the rivalry. Maybe I should leave it at that though, I really appreciate your time. I will keep joe and you all in the loop with how this develops. The aim by thte end of the year is to approve the building and the college decision.

Amber: I do appreciate everyone talking about rivalry, and understanding that its not only a rivalry. Itsimportant to understand that we are a community and we would continue to be, with or without collges. It would create rivalry but also another level of togetherness. Btw what's thebiggets college population

Leo:1500 or so students

Amber: wewouldbe up around that for our whole population

Leo: trail is now 350 students, champlain around 1500 to 2000, not sure what the others are. Thanks for having me.

Call recess at 2:10pm

Call to order at 224pm

New bus, na

Approval of min, second alex m, all in favour

Approval of the agenda, first by scott, all in favour

Declaration of conflict of interest. Chandra: everyone because of the salary

Alex b: updates for nov and December, been going to usc meetings in Peterborough, every week. Academic calendar stuff, really heavy right now to get approvals for the upcoming year. In November, we went to guelph and waterloo to look at residences with the new building committee. Also katie and chandra and I went to Peterborough to look at their residences. Presidential review meeting. The fact that leo has come down to talk to us, really shows us who he is as a president. Senate meetings. Went to uoit res as well. Met with stephanie who is the new indigenous counsellor, having conversations about how to talk to indigenous students and how their voices can be heard. Peter perry business

awards. Meeting regarding the recording of lectures. Talking about regulations on what students can record and what they cant. This will be taken to senate. I went to board of governors meetings. We do not have a vote but I was there as an observer and they approved the business plan for the new building. Grad photos happened but I wasn't there, I was at lobby con. I helped with agm, lip sync, pub night.

Chandra: res tours, employees reviews, used a lot of banked time, but still working on it, opsss, steering committee meetings, mpp meetings with joe, did interviews for the board positions that we filled, lobby con was a week long event, agm, ousa campus visit, GA, mental health and safety conference.

Katie: remembrance day ceremony, employee evaluations, planning for the rest of the year now to set dates up on the calendar, been looking at clubs and trying to track what events they've done this semester. Lip sync battle and pub night. planning frost week. Plan drop in events, skating, movie night, post new years eve party, etc. creating a social media plan. Training binder week, etc.

Rachel: are we able to discuss the follow up on the evaluations that we asked for the last meeting. Follow up for your plans to improve. We asked for you to follow up because we didn't do the second evaluations to see if things improved.

Chandra: if you guys have questions we can answer them

Karen: we were closed session and they didn't know that about the second update

Chandra: the last we heard was to skip the 6 month and do the 9 month again

Rachel: did we not ask for a follow up. I was talking with nick at the last meeting and he said we weren't doing it in front of OUSA at the last meeting

Katie: we didn't want to discuss the employee evaluations in the front atrium for the privacy of our employees, that was our concern

Rachel: so can we get an update then

Alex b: if you want us to do something at a board meeting then please send us emails in advance

Rachel: the goals you set, we need progress. Inter office issues, etc

Chandra: yes that's totally cool, we just didn't get that memo

Alex: it will have to wait until January because we were all off

Alex m: even an email is fine

Chandra: let's do it in a board meeting, and follow up with emails after.

Alex m: when is the next eval

Chandra: February

Karen: I would prefer a board meeting so that we can discuss

Chandra: is there a clear email vs in person

Melissa: meeting

Scott: meeting

Alex m: how urgent do people want it...im okay with waiting

Aj: how urgent do you want this to be presented

Rachel: id prefer an email

Katei: we were talking about an early January meeting

Aj: vote for email : Rachel.

Chandra: it would be okay to do in January so it blends in with the next eval.

Here's how we're doing so far and this is the next evaluations. We will choose the date of the next meeting based on the availability for the cabinet heads.

Aj:

Approvals

Salary updates for January:

AJ \*reads motion\*

Motion to discuss, Karen second

Chandra: one conversation, let's air it all out. If the legislature didn't change we would not be asking for a raise. This is only because we have to. We have to make a decision today we can do an email vote but that doesn't help the process in

anyway. Min wage is 11.40 right now and will be moved to 14 as jan 1st 2018. 22.8% increase. Right now the lowest increase is our current employees from 11.70 to 14, so that's 19.658%, so well use the same model and increase the execs the same %. So that goes from 13.78 to 16.49

Alex b: I think the staff should be paid mre than min wage as we are already paid a little higher than min wage. It needs to be a fixed % (11.40 to 11.70)

Chandra: the exec right now is 21% but were only asking for 19.rachel She asked why, and we only have room in the budeget to accommodate ethis. Two questions, do we want to pay our staff a little more than mni wage to be competitive

Alex m: if we don't have enough money to pay the exec that higher percentage, I think 14 as the set min wage for the other student employees is doabe.

Chandra: we could find room for that 3%

Scott: I agree with alex. Its 14. Theyère already getting a large raise we don't need to be competitive and hinder our budget. It's a needless expense. We could look at it laater as a cost of living increase

Alex: I think everybody is realdly hung up on the budget that was created two years ago and every year the budget is created based off the actuals from the previous years. When we made this in may we did not account for this, as we did not know it was happening. There are a lot of areas that did not get used, like katies orientation budget. We need to try to keep those funds going back to students. But ièd rather see us, be in a deficit this year, because that will happen to a lot of businesses. One other thing I want to bring up, is that tcsa is increasing all of their employees, for me, I don't think its fair that the exec and staff are being increased and tiffanys isn't. with 16.50 being our raise, tiffany makes 21.42, ...what I want to say is that ièd rather be in deficit and make it up with an increase in student than taking it from areas that need to go to students services

Chandra: I don't think we should base our budget in a deficit. I understand tcsa is upping all their staffs pay. We based our budget off of projected student enrolment. I don't think we should tie that to this though. Our waedges wouldn't be changed unlness we were affected because were under 14éhour. A four dollar increase at tiffanyès wage is not feasible. I don't think its fair to do this to next

years executives. As we are already down on money. It will hinder their projections.

Alex m: uhm I agree with chandra. I don't think we should put ourselves in a further hole. Katie did a great job at only using half of orientation but I don't think the rest of that should go to wages. It needs to be spent on students.

Alex b: that is where this money is coming from though. Small events and orientation that's the only areas we can afford to take some.

Chandra: we just get a per student funding. Just because katie saved money doesn't mean we have to spend it on students

Alex m: if that's the case then, I would rather not further increase said wages

Audri: just to clarify, what questions are on the table

Chandra: do we want to pay competitive wage to student staff and the wage increase question.

Alex b: so do we want student staff to have same increase as us,

Karen: i'd like to call the question

Chandra: do we not want to give people the chance to talk

Chandra: lets hear everyone out

Katie: I would encourage the board to think beyond what were talking about within the budget. With these changes we need to think of the context. I know were just addressing this year right now but it sets the tone. I need you to know that even though were pulling from events, the events will not suffer. For example I did not anticipate using the rest of the orientation money in the first place. For student employees, we have a hard timgetting people to apply for our jobs in the firstpace. Having the small increase will set context for next year or whatever is to come.

Alex b: so youre suggesting above min wage for student staff

Katie: yes, if we only do min wage, the wuality of employees will suffer

Rachel: to speak to the competitiveness, its difficult to find applicants for jobs that are only ten hours a week, I think that's where the issue comes from, not the

wage. Students need 20 hours at min wage vs 10 hrs at 11.70. at least until the new budget comes out next may, the proposed increase is reasonable

Alex b: this year we only had ten applicants per position, which is a lot for us historically. I don't think we would have had that just at 11.40. people are looking for something more substantial for their resume. To be tied to min wage or the university

My other comment about tiffany , I don't think its fair that tiffanys is raised but I think we need to make plans for next year

Scott: I think we need to look at how office managers are going to be affected jan 1. It is a little unfair but at the same time, but that is a very good living wage. Right now the min wage is not a good living wage. But that doesn't need to be the issue right now

Alex m: did we approve the 5 year plan for tiffany last year

Katei yes

Alex m: so her wage goes up every year with cpi. Which obviously didn't include this 14 hour. So at least there is something in place for her position

Chandra: on top of cpi we also have the performance bonuses, starting last year. So that adds on to everyone last year. Execs get a year end bonus, so that people don't drop off. We are just trying to meet in the middle. We are focusing on the people who are currently below 14. Lets go to 14 for student staff and increase it higher next year if we can. The new execs can bring this to the board next year based off of our recommendations. Within a max of 3%. This way we won't go into deficit.

Alex b: just to play devils advocate. For example Fatima works tims and here. Shes going to get paid 14 at both so why wouldn't she just quit here and get more hours at tims

Chandra: that's speaks to what Rachel was saying about the hours and not the raise.

Alexm: just having that you worked for the tdsa on your resume is something that you can market to the students. Different skills

Audri: its also a job on campus and that's a pretty big deal.

Alex m: I think there will be applicants who are interested. I don't know if 30 cents is even going to make a different

Karen: can I call the question

Second by scott

Motion to approve, second by karen. (keep at 14, with recommendations for next year) all in favour. Approved

Otion to approve, the executives at 16.49. second by katie. All in favour.

Discussions:

Long term salary plan:

Alex b: so joe's vision from alst year was to have the rack and shelf become self-sufficient. All money spent is from the profits of the sales. Would free up 16 thousand.

Katie: our philosophy is that student levies should not be used to buy clothing. So were hoping to incorporate into policy that clothing will be based off profits

Karen: is that we you have for a long term salary plan

Alex b: its very beginning discussion, that's the first thing that we thought of.

Chandra: so we do have cpi increases for staff and tiffany, so if we cap it within min wage, you will never have the correct increases. The long term salary after jan 1st 2019 to 15, we don't foresee any huge jumps in the future.

Karen: so lets add the suggestion to the student staff increase for next year.

Alex b: so at our last board meeting we can present the long term plan.

9b. board of director voluntter hours

Chandra: did everyone update their hours, so that's its there by the end of day tomorrow. And if anyone is runningbehind we can chat.

Melissa: is this the google drive thing

Chandra: yes.

Katie: all tdsa events count towards your hours but not for university events.

9c. tdsa policy library discussions

Chandra: the survey results was sexual violence prevention that won. And Brittany has started working on it. The way we envisioned it, would be brought to ORD, in january and we can look at some other policy changes. Once its approved at the committee, we can bring it tot eh board and you can talk about it here.

Karen: and you can save these results so thatnext year our priorities will be the runner ups.

Chandra: yes

9d: student employee evaluations

Motion to go into closed session at 3:10pm, second by chandra, all in favour.

Motion to leave closed session, 3:23, second by karen, all in favour.

Updates:

Upcoming dates:

January events (katie): start of January will be the januar-start orientation, which will happen the Friday before classes start.(jan 5) Just for incoming students. Frost week will be separate events. The actual orientation day, will be a rotation of tables that students go to. Tdsa will have a table, various tables for student affairs, etc. orientation meeting is tomorrow and well be talking about it then. If you are a transfer student or a mature student we really need you so that our incoming students can connect with you. First week of classes, jan 8, is frost week. Public skate, movies, hallway events etc. Friday night will be the new years eve party. The week after is get involved week. 15-19. Id love to have board members present at get involved week, because we have such a large board. And then, the winter retreat is happening in January, hosted by chris. You can sign up at the tdsa office. Its subsidized by the university, so its 75\$. Elections will be happening shortly after that.

Alex: elections. Weve decided to go back to one election again forthis year, its just easier to have one vote for the students. Nomination jan 28-feb 4. Campaigning

feb 5-9th, voting feb 12-15, results will be given on the 16th. And then debate would probably be the 9th.

Audir: the first few dates are to sign up right

Alex: yes, pick up your campaign package, get your signatures, etc.

Chandra: please talk to tyour constituents, about the elections. alex is the go to person if there are questions about the roles etc.

Alex: anyone running for exec positions will have training sessions with me.

Alisia: Melissa and audri and I wanted to address something that, the promotional trent video. That was for feed the need and so we video tapped at the feed the need location. We got a tour and they have a deficit at the spring time. So we started talking about doing a spring drive. But we found an option that audri will talk about. We propose the board just think about this. You can feel free to ask after the meeting too

Audri: this year might be a little too late and might be too much to ask for because we just did food for the food drive and maybe next year we can do that instead. And we can build up how much food were receiving. My other idea was having a cupboard on campus, and some students have a hard time making ends meet. A lot of questions but were just thinking about starting it

Melissa; we had the house here made out of our food items. Tanya took us, and was talking about talking about increasing the amount of food we get. Can-struction. Different majors can face off against each other and build only with what they have brought in . make it a little competitive and fun. If you have questions you can ask us after because we don't want to be held up

Katei: I think this is great. The can-struction. Just for context, joe really loves that idea. For the food drive, it was put together quickly. Its hard to get student support but university admin were wondering why students weren't running it. So it would be great if social work wants to maybe do something first semester but I love having board members starting their own initiatives. I think its great to have it come up multiple times a year.

Rachel: it's a good idea to partner with clubs because that kind of activity is something clubs usually do and you don't want to take away from things that clubs think are their tried and true events. It would raise student involvement.

Katie: also if there aren't clubs on board you can still do it. There are clubs that are very active and want to contribute but this year we have noticed that clubs really need more of a push.

Chandra: so do you think we can do this this year

Alisia: on campus this year and a bigger thing for next year.

Katie: for the cupboard, that has come up twice this year, I'm trying to explore further. It's a feasible thing and I think we can start it this year if you want to. We were thinking of a breakfast program when we have pancake stations and things like that.

Melissa: should I let the board know, our next meeting will be late in January but can I say something about the bell lets talk event

Katie yes

Melissa: Jan 31 is the bell lets talk day. We can discuss further but the plan is to do the Monday Tuesday and Wednesday and have small things happening on those days and potentially get a speaker to come in. a photo booth would be fun. And then you can post with the hashtag to raise money etc. if you want to help let me know

Rachel: is health promotions getting on board with that, because that's usually under their umbrella

Melissa: yes we have been chatting and even the a cappella group wants to do something about suicide awareness. Also been chatting with Dan Salmer. Health promo will help fund the speaker.

Alex M: can we end the week with a mental health first aid

Chandra: for the speaker, you can gain access to the student initiative fund

Melissa: yes

Katie: for mental health first aid training, hopefully we can get the MHFA during reading week feb 22, 23. Chris can also do cpr training through the leadership training

Meeting adjourned at 3:43pm.

January 24<sup>th</sup>, 2018

**1. Call to Order: 1:01pm**

Present: Karen, Alisia, Katie (VPCL), Nick, Francesco, Sean, Melissa, Chandra (VPUA), Scott, Alex m, Alex b (President), Tiffany, AJ, Chris Nelan, Guests (Sandra and Lexi)

Absent: Jagjot, Audrianna, Rachel, Athena

**AJ:** Motion to defer chair duties to Chris Nelan.

Katie seconded, all in favour.

**Chris:** Briefly goes over how TDSA board meetings work/standard procedures.

**2. Call for new business:**

**Alex M:** motion to bring in new E-mails into the discussion today. Discussion of suspension for the Trent Business Student Association.

**3. Approval of the minutes:**

**Katie:** Point of information, I will be uploading the new minutes onto Google Drive ASAP. Action item, to be moved to an online vote once they are sent out this week.

**4. Approval of the agenda:**

Motion to approve by nick, second alex M. all in favour.

**Nick:** Point of information, if you want to approve of anything or speak, you lift your sign and your name gets added to the speakers list. (Sean is a new board member at this meeting)

## **5. Declaration of conflict of interest:**

Alex M, Chandra, Katie, declaring conflict of interest for item D under discussions.

**Alex M:** Motion to move discussion 8D to 8A. to go before executive updates.

Nick seconded, all in favour.

Motion to move executive updates to E-mail updates by Katie, seconded by Karen, all in favour.

**Chris:** Move discussion to front of the agenda? (motioned by Nick to speak on this next)

Seconded by Karen, all in favour.

## **6.a Discussion of the suspension of the business club:**

**Chris:** At this time I'm going to open the table to Sandra.

Sandra: I haven't met many of you, I thank everyone for their time. A couple months ago, our business club was suspended, the Club Policy suggests that the only way to suspend is with written warnings or serious issues (violence, theft etc) according to Chandra's letter there were procedural issues, not serious issues. Therefore, we were not provided written warnings. I asked the members how are we being suspended if you didn't follow your own policy.

We waited almost 2 months to see why were suspended. I kept asking this over E-mail. I feel passionately about this, why are we suspended?

We finally get some policy that he used to suspend us. That policy reads that the chair, if there's been a complaint, can go to disciplinary committee and vote to suspend them. But Katie and Chandra suspended us and they are not the chair. And the Disciplinary Committee did not further that sanction.

You did not give us warning, the policy was not broken so I'm asking the members how are we suspended? Were there communication issues in the club? Perhaps. Are there existing friendships at the table? Yes. But we are here today to only address the suspension. Was it valid? No. did it follow policy? No. you did not give us 2 written warnings. Nothing serious occurred. Just because someone did not like a tone in a conversation that was over heard, does not mean we can be suspended. To conclude, you may not like the things I've said, or me as a person, but I'm not wrong in this. Yes, you may not like me but that doesn't mean the club should be suspended. We need to separate feelings from policy. Law vs how law makes me feel. Policies are in place to mitigate this, and I'd like that to be accounted for.

**Lexi:** I'm a little nervous to be here. I'm going to just read this. Thank you for taking the time to address this issue. I'm Alexondra (lexi). Sandra and I have been very close throughout school, it was not lack of passion that made me silent during these conversations, I just didn't want to reiterate points in which I agree with. I do have a voice of my own. We feel strongly about our position. We would like the suspension to be lifted. You have all reviewed the letters. I am a factual individual and this was escalated because of emotions. I think its important to keep in mind that these are one person's opinion and not facts. My opinion is very different from the information in Alex M's letter. This is not an accurate character representation of myself. Three individuals who cannot make a friendship work but we can still try to make this club work. Rachel Ball enjoys communicating issues to others, I have heard this from several people. Alex M's negative opinion of this has tarnished the view of Rachel's opinion. Which she thought was a negative conversation, but it was productive and constructive and gave everyone the opportunity to speak their opinion. Rachel stated that the pattern would not result in a resolution, this shows that Rachel is not a credible witness to file a complaint as a good friend. If Rachel was incorrect in knowing that we did in fact come up with a resolution, then is it not possible that the rest of her complaint is not also incorrect? After the 17<sup>th</sup> email from Chandra, he explained how he become involved and this came about from Rachel. Our club is suspended from an inaccurate complaint. I understand the direction you're trying to take this club in, by trying to resolve the issues. But we do not understand how this is beneficial to anyone. Sandra and I want the club to be released. We are blown away by how

we have been treated, and how Sandra's E-mail was accusatory. We are frustrated with false accusations. One persons attempt at playing a victim card can dictate the outcome of a club. What about innocent until proven guilty? We feel attacked because everyone is banned together and pointing fingers about how bad we are. Once the suspension is lifted and the club exists, then we can talk about club issues. Why would we host meetings to discuss a nonexistent club? Would u not like to see one of your clubs back in action? We want an apology from the TDSA. I hope you can separate your opinions from facts and separate friendships.

**Chandra:** Point of information. Can you define suspension vs de-ratification?

**Chris:** I can paraphrase but am not an expert on Club Policy. A suspension puts a club on hold for the year until the issues are addressed, and a de-ratification is a disbandment of the club entirely.

**Chandra:** So I just want to say that the suspension is in place simply to deal with the issue. And that's all.

*1:21PM, Jagjot arrives to the meeting.*

**Chris:** I'm going to hold comments until everyone has spoken their statements. I'm going to allow Katie to make her statement next.

**Katie:** I'll admit I haven't really prepared anything. I have put everything into the letter. I think I'm going to say this over and over again. The club was not dealt with any differently than any other club. I have never received a concern like this and that's why we took it into the direction that we have done. I have sanctioned clubs before and had discussions before but never like this. The disciplinary policy came up this year, so there is a clear way that we have wanted to look at it. Things can be subjective sometimes (section B of the policy, we have to take that seriously) our mission was to bring all 3 to the table to talk about the club and when they were prepared to push that off for a month that wasn't okay because clubs problems can persist that entire month. Suspension is extremely different from de-ratification. I would suspend the club regardless. You can ask any club executive. If they ask me for a deadline or to make an exception, I do not do that. I'm sorry if past VPCL's have done that for others, but I'm sorry that I do not let things slide. We want to have a discussion with the club there is nothing more

that we want than for the club to be healthy and survive. That's why we didn't de-ratify a club. I apologize, Alex M, but we are not friends I do not mean that in a hurtful way, but I know very little about her other than she's a business student. I don't know much about her, I'm not friends with her. I did not decide these things because I know Alex M. If people are angry just know that we are not friends. Its been my mission, the reason I ran for this role is because I have a passion for clubs. I had a tough time starting my own club, I had a tough time running it etc. I see struggling clubs and I want to help when there are issues they need to be dealt with in a healthy way and survive. From what I'm seeing, and I wish I could see more, but the issues would likely continue unless they are dealt with. All I want is a meeting. I tell clubs this all the time, all I want is for you guys to talk to me. I haven't heard a lot. I have tried to reach out, I did ask how things were going in an E-mail. All I am seeing, is a club that isn't doing much and there might be an issue and I need to get them on track. I really want this club to survive and I hope these members will let us figure this out. That is all.

**Chris:** Chandra, invitation to speak.

**Chandra:** Most of what I want to say is also in the letter. It is not personal. As Chris mentioned, a suspension is a hold. Based on the information we got, we thought there were not pleasant things happening inside the club, we focused on the conversation on the club front. We didn't get involved because of personal things, we got involved because we received a complaint. That's what brought us to it. Katie has explained why I'm being added to the chain, because I received the complaint. Sandra says I didn't let them know about that but it was already mentioned in the first E-mail. The club was not de-ratified. We asked for a meeting, the tone in an E-mail matters. We take that into account based on the Student Charter of Rights.

**Chris:** Alex M, go ahead.

**Alex M:** The majority of what I wanted to say was in the E-mail. In my E-mail, chair, those were my accounts and my feelings. I feel that there is a fractured executive committee. I feel belittled. I would like to bring certain E-mails to the table.

**Chris:** Motion for Alex M to include E-mails, Karen seconded, all in favour.

**Sandra:** Point of interest, if she's doing that, should we not have had the opportunity to address them?

**Chris:** Yes, you will after she's done bringing them up, after they are read out loud, they can be addressed.

**Alex:** There have been many different avenues, it started with Katie and Chandra and from there, it went to the university level. Jen Richardson got involved and she wanted to deal with the personal situation going on. Which was lack of communication. I understand those are issues but without communication I don't think that being reinstated as a club will really get us anywhere, we are just going to do the same thing again. I want to avoid that. I think we all want the club reinstated. Our relationship remains fractured I think it will be hard to work together. I will uphold my position for the students at Trent. I would also like to agree with Katie that I am not friends with people on the board. I see you in meetings, I would say we are acquaintances. I don't know very much about you outside of our professional relationship.

**Chris:** Thank you, Alex. We have heard all of our initial statements. For those of you who have points of interest please raise your hands (Nick, Scott)

**Nick:** My question is directed to the statement read out by Lexi. Stating that there were 2 other witnesses, I was wondering who they are and if their statements are available?

**Lexi:** We did bring them with us. Katie and Julia Wilde. Myself Sandra, Katie, Julia, Lexi and Alex M have had classes before. They were waiting for us, feet away because we were going to leave together. We wanted to have the meeting in a public area. They heard it and we do have their statements if you would like to hear them.

**Karen:** Motion to read the statements, seconded by Scott, all in favour.

**Sandra:** (Reads a witness statement from her friends Julia & Katie) "November 24, I was walking with Lexi and Sandra. I stood a few yards away waiting for them, standing with my sister. It was quiet. I did not notice anything different from a normal conversation/meeting. We left the school as normal". And then from

Katie, "On Nov 24, Lexi and Sandra had a meeting with Alex M. I was standing around the desks in the hallway, I was able to hear them talking. It was a Friday. My sister and I were waiting, there was no yelling or raised voices. As this is not a representation of how my friends deal with issues. I heard them talk about a pizza party. Myself and my friends were interested in attending this pizza party. I hope this helps clarify".

**Scott:** Question, so with regards to events, when Katie asked what was going on and Sandra deferred to Alex, just my take on what it is, its just toxic. Its not bullying, but if you have a corporation that is running and 3 executives that can't do projects, the company is going to fail. Just like this club is going to fail. So my question is the pizza party an after thought to appease the SA or is it a planned event? Because I could see you moving forward, but otherwise no.

**Alex M:** The pizza party was not an after thought. I was wondering what we should do our first meeting to get the ball rolling. This was in the works after Katie asked us to come together for an update. Prior to that there had been very little talk about the association. There had been other conflicts and little communication among the executives. The 3 of us had that as our only meeting, at any point. I gave a few ideas for what I wanted to see for future events. And that's where we left it. So after November 24, that is when we solidified that would be the 1<sup>st</sup> event and try to get all the members to come out.

**Sandra:** I would like to speak to that. As far as the message, Scott, about the toxic message, 2 points. 1 even if it was toxic, you didn't have grounds to dismiss us until we got written warnings. Saying you're stopped because we think something, is not right. There are policies in place for the suspension and whether you followed them or not. Aside from Alex M feels one way and Lexi feels another, those differences happen but that is not relevant to how we were suspended. We do not deny there are issues. But we can say that in order to suspend us, you have to follow your policy. You didn't follow your own policy to suspend us. Second, when Alex M said we didn't do anything until after Katie's E-mail. I hope for all of you, as you go out and get jobs, there's a president, I hope that president says lets get together and talk. So that I can give you direction. And we were hoping the same from Alex M. Throughout the summer, while we were friends, we talked a lot about the club. We had ideas. We shared ideas in the

summer. We were waiting for something to happen, is that on us? Maybe we should have lit a fire under Alex M, the president? Perhaps. Are we guilty of not lighting the fire, perhaps that is true. But I would hope that as the president, she would feel confident enough to gather a meeting. And we would have been all over that. And anyone who knows me, I am the first person at the table willing to help. I was the one who wrote her E-mails for the CAM thing. She said she didn't know what to do. Great how can I help, I wrote the questions and got it going. But this time, I let her take the lead and she didn't lead. And then Katie sent the E-mail and we got fired up and got going. The one thing I'm guilty of is letting her lead. But today's issue is the suspension and how policy wasn't followed.

**Alex B:** I just wanted to ask, what is your relationship between your witnesses? We keep saying that the TDSA has a lot of personal friendships and I just wanted to say are --

**Sandra:** I would say the same as Katie and Alex M's responses.

**Alex M:** I can say that I did not see the witnesses there in the atrium. I'm sure they're well aware of the situation by now though. Because you guys are friends, like you said, and you went to the mall and had lunch. Are they valid witnesses?

**Chris:** We need to be cautious with this board meeting. It is not allegations of who has truthful statements or not. I think we can all agree that the club executives have issues. I don't think anyone is arguing against that at this table. Let's push that aside. Let's move onto things about the suspension validity. Course of actions, etc.

**Sandra:** So another thing I'll just mention, when we talk about feedback and criticism and things of that nature. I have a text message from Alex M. and in that text she asks for feedback. So even if Rachel's statement was as she perceived, we can comfortably say that on October 5<sup>th</sup> 2017, she acknowledged throwing me under the bus with the CAMS thing and she would be open to us saying "you're not doing enough" so when you think about the tones, keep in mind that she asked for that feedback. You can't then say "poor me I got it". That's just a side point when we talk about tones. She asked for it and she got it.

**Lexi:** I just wanted to disregard the friendship issues. I just want to get to the point. We just want the club back. It was not fair. Its not that we didn't want to

meet. It's the principle of this. It wasn't fair and we feel so strongly about this. We are being punished for something that isn't even true. We talked about pairing up with the community and bringing in guest speakers. They were productive meetings and at the time we were not getting along. We are professional enough to set them aside.

**Scott:** Discussing that you guys have made plans, had ideas, but at the end of the day, but you did not show up at the AGM, which is required of clubs. The discussion with keeping Katie in the loop were not existent, so that is showing that it can be a social club but it is not a conducive club to bring students together in events. It was up in the air at that point. Second, I'm keeping this to the suspension, where the E-mails were for the discussion, what I found off the bat was that Sandra was very combative. "Obviously its always to Alex's schedule, not to ours". Katie has mentioned several times that Katie is a very busy person, and if it doesn't work for Katie, then it doesn't work. But to blame her availability on her relationship with Alex M, is not good natured. I think the club should be active however I believe the executive team should be replaced. And from there if they want to join as members then that is fine but if they really care about the club then they will all resign and allow new executives to take hold.

**Katie:** I withdraw.

**Nick:** It was, during the last round of statements, the personal issues are well documented and there is mountains of evidence but the question is if the suspension is valid and was there any excessive use of power, breach of policies, etc.? I'm pouring over the Clubs Policy as we speak and from my initial understanding, there was a meeting requested...or Katie requested an update of the club but there were no formal plans. And a simple meeting was requested after the report by Rachel Ball. And the letter from Rachel was to address a potentially unhealthy situation and the meeting was simply to discuss it. There were no consequences from that. A meeting was unable to be set and so the suspension in conjunction with other things was levied and I don't see that as excessive use of executive power. There is material here for grounds for suspension.

**Chandra:** I'm going to go back a little bit. Lexi mentioned the principle of it is wrong. Suspension without conversation. I understand they say there has to be 2

written warnings but we thought based on this information, that it was serious. According to our operating policy 3E, there is...Nick do you want to read it out?

**Nick:** Point of interest, “any interactions, conduct or communication that may constitute violence, or the threat of violence, as defined by Trent University’s policies, concerning human rights, equity and accessibility, shall be avoided at all times”. (Operating Policy 3E)

**Chandra:** I was there on November 24<sup>th</sup> 2017, you can confirm with Joe Muldoon, as we were together, I do not recall seeing any other witnesses. There were not a lot of people on campus on that Friday and the events team was setting something up on the other side which was completely empty. I saw body language and that was concerning enough. So we asked for a meeting and all was fine until the statement that accused Katie of catering to one executive. Which was not the case. We sympathize that its hard to find time in November to meet. Without understanding why they accused us.

**Karen:** I have a question for Katie and Chandra. Why did you or how did you feel that the business association seriously breached the Clubs Policy and procedures?

**Katie:** In Club Policy, under Suspension, “Clubs will be placed on suspension if they have 2 written warnings or has seriously breached the Club’s Policy and Procedures. While on suspension the club shall: A. Be suspended from all benefits outlined in the Club’s Policy

B. Possibly having all events cancelled, in that time period of suspension.”

We believed that it was not the 2 warnings, that is not why. It was a serious breach of Club Policy and procedures. In the Operating Policy also the discussion that was going on. We felt it was serious enough.

**Chandra:** Our intention was not to remove the club. It was to help them deal with the conflict, club related only. We wanted the interaction between executives to be professional. Based on the information, it was not happening. We asked for a meeting and the responses led us to believe it was toxic as Scott mentioned. We had good intentions. We wanted to see them succeed. It also states that if the club doesn’t run an event they do not get ratified the following year and that’s

why we called the meeting before it got to the point where no executives had anything to do with the club.

**Nick:** Point of information. The exact bylaw is under Club Responsibilities, Policy 1i, Section B. Holding events.

**Sandra:** The issues seem to switch. Every time we ask why we're suspended, the answer changes. At first it was because we didn't attend AGM. We were not aware of it. I'm 40, I'm not on Facebook. I don't walk around the halls. In past years they have sent E-mails. So we didn't go. But they first said due to those reasons, because then we should suspend every club who did not attend the AGM. Well then it turned into other things like updating the email list and not having enough events or meetings, etc. but as long as have 1 per year then its fine. And the year isn't over. So I keep pushing for the reason to justify the suspension, well then it switched to the discussion in the hallway. And now you have 2 people who think it went one way, 4 people who think it went another way, so we can almost just discount that entire discussion. So why were we suspended? According to Chandra's E-mail it was then based on this other policy based on the chair and the Disciplinary Committee. But he is not either of those. So again why? What is a serious breach of conduct about missing an AGM? What is serious about not updating an E-mail list? Serious is threat of violence, theft, misappropriation of funds etc. None of these things were serious. You should have given us a warning. But 17 E-mails in, all of a sudden there's an issue with an on-campus discussion. The chain of trying to make a meeting to talk. We proposed alternative dates and times to meet with Katie. Immediately following that we were the only 2 proposing times, Alex M didn't say anything. So we believed the 3 of them had decided amongst themselves. And then we get an E-mail from Chandra, who comes in as Chris, and we didn't even know who he was, saying we are suspended. So if you thought there was something serious, then if that's the case and accusations then lets talk about that.

**Karen:** Sandra, I believe it was you sent the E-mail to Katie, I was just wondering why you sent the email separately to Katie?

**Sandra:** Because Katie took that in a different way than what it was intended. I assumed there were friendships causing bias. I said but I know you're professional

and it will not impact you, however I'm letting you know that I'm sensitive to friendships and for that I apologize.

**Alex M:** let's make sure its being directed to the chair.

**Lexi:** Sandra said everything I was going to say. It is 2:10PM and we do have a presentation and I do not want us to come across like we do not want to be here.

**Chris:** I'm going to ask whoever else has a point, to make it quick and then I'm going to paraphrase what we have left, and read Athena's email.

**Alex:** Can we table this?

**Chris:** If we get to 2:15PM and we are not there then we will have to table it.

**Melissa:** The big thing is the number of emails that it took, I just have a question, that was way before it was talked about the AGM, that they had received that comment from Rachel ball correct? Before the emails regarding the AGM, the issue about the hallway, that had already been brought to their attention?

**Sandra:** No, we were told.

**Chris:** Sorry can you just rephrase that?

**Melissa:** It was the AGM, then the E-mail list, ...where did the Rachel Ball fit into the timeline. But I think that might have just been a point of, they believed their reasoning was AGM, then E-mail list, but from my understanding it was never said this was the reason, they were just points about what things were not going well. But I'm curious about the main point is the incident in the hallway and that is what related to the reason for suspension. We need to look at what happened in the hallway, was whether that is what led to believe something very serious is going on and then the suspension would be valid.

**Francesco:** Honestly, we can all agree some of this is childish and we are all going back and fourth. We need a yes or no answer. We need to be mindful of keeping the club going, who would we elect. For Lexi, Sandra and Alex M, would they be okay working with each other again? Its yes or no. Any hesitation we already know what will happen to the club.

**Katie:** I withdraw.

**Scott:** I believe all clubs are required to attend training and noted that you are required to go. Just because you do not check Facebook is willful ignorance. You should know based off being an executive. Based on the emails, tone does come across. A change in tone changes how someone reacts. It does not matter if violence was projected against Alex M. Chandra said he saw hostile body language. This whole thing with tone, I'm seeing it now and its an issue. If we wanted this to go across like adults and have this all become a nice discussion, then it happened to early. Its getting childish.

**Katie:** AGM was not explicitly stated in training, but they are told to read policy, and it is in policy.

**Jagjot:** How long have the executives been executives for this club?

**Alex M:** Last year, second semester. Throughout the summer we discussed options, we submitted the proposal in August, so almost a year since I have been president.

**Sandra:** I sit as an executive on another club, for 2 years now and they did not attend AGM.

**Jagjot:** I was wondering since Alex had the club for a year and there has been nothing. If Alex steps down, see if these two and a 3<sup>rd</sup> executive, to see if they do anything productive by the end of April.

**Chris:** Sorry we are out of time now, I'm sorry I didn't get to other people on the list. I think we have to table this discussion. I'm sorry we can't get to a resolution today. There are options for the board members. We can hold a secondary meeting or table until the next board meeting.

**Nick:** Point of information, can we circle back upon conclusion?

**Karen:** Motion to table, seconded by Melissa, all in favour.

**Chris:** So it is tabled until next meeting. Unless we decide to have an emergency meeting.

**Alex M:** Can I call a ten minute recess.

Recess at 2:18PM for 10 minutes. Try not to discuss any items.

Call to order at 2:31PM

## **7. Approvals:**

### A. Athletic Referendum

**AJ:** Request to remove Chris as the chair so that I can speak on behalf of this motion.

Seconded Karen, all in favour.

**Chris:** Hopefully you had the chance to read the letter. I provided a review, but when we did the agreement, it was requested that I would provide a report for how we did in the fall, with plans on what we were going to do in the winter. So like the motion says, I was able to put a lot more resources into. I developed an athletics committee to allow the TDSA and the students to be able to talk about the direction that they wanted the program to go. It was easier to give Chris direction and then let him take care of the grunt work. We're looking at doing this for sports, what do u guys think? Etc. I could never just change the fee on my own. In order for that to happen, I would have to go to the athletics committee and then would have to vote yes and then we would have to go to referendum and the student body would have to vote on that. The powers of fees still lie with students. We are allowed to increase by cost of living but the committee still has to vote on that. Which is comprised by TDSA members. What we're looking at is trying to get the grunt work over to the university side. I was able to run it this year, so there were no salaries coming out of that. So we put the money towards getting more equipment and renting more space at the civic, etc. if we move forward we can continue to raise that magnitude. We also now have a 2<sup>nd</sup> student employee. We have had an increase in the programming, up to 4 nights a week, more participation, we have 4 tournaments scheduled this semester. This motion is regarding transferring this officially. In the future there would be an official staff member, because I cannot give 100% of my time. I think I did okay alongside my other duties this year. But having a staff member would be more productive. Continuing to dump university resources in the program would make it more successful. So you have to change the fee from a levy

(Student Association controlled) to an ancillary fee (University controlled) we would like to put this in with the voting for the execs/board members. So that it is just all in one vote. I am open to suggestions/questions.

**Nick:** I wanted to say that student associations controlling athletics is the exception rather than the rule. Most institutions control their own athletics program. But I attended soccer all last year and this year. I also attended hockey. I have seen a noticeable increase in people. When things don't work out they are changed (like squash) I have seen a lot of effort put towards it. I support the levy transferring to an ancillary fee.

**Karen:** I just wanted to say that I am on the athletics committee and that I agree that it has been going great. More student employees. They advertise every single day. We should support the referendum.

**Chandra:** This was a stepping stone at transferring it over, to see how well they can run the program. This also makes sure that its consistent and doesn't rely on the changing VPCL's. I would vote for it.

**Chris:** It's a good point to bring up that you guys are only voting on if there is going to be a referendum or not. The student body is going to say whether it will go or not. If you do push this through its because you want the students to vote for this, yes or no.

The question was sent to Chandra and Katie to take a look at. And I also sent it to Jen.

“Do you approve of the Athletics Levy Fee to be converted into the Athletics Ancillary Fee, thereby allowing Trent University to manage the athletic memberships and programs and allowing students to retain oversight to the program through a student majority based Athletics Committee?

If you vote yes, the day to day operation of the program will be run by the university. The university will provide assistance to the program through staffing, management, budget and stability. The university will continue to

research and improve the athletics program and fitness memberships under the guidance of an athletics committee comprised of majority of students.

If you vote no, the day to day athletics will be run by the TDSA. Financed through existing levies. The university will not provide additional support through finances or staffing.”

If we do not gain control, then I am not allowed to do this. Because it is a student government program. If you are okay with this going to referendum we will share a marketing plan with you and we will be following your referendum bylaws.

Motion to approve the referendum. Scott seconded, all in favour.

## **8. Information/Discussions:**

### **Events committee**

**Katie:** There's an events committee. I will be sending an E-mail soon about the first meeting. Please let me know if you want to be on the E-mail list.

### **Executive evaluations/updates**

**AJ:** I admit that I forgot to do them this month (The 9 month evaluations) because I was dealing with this business club. I also forgot to apply for OSAP and so a lot of things have been happening. I apologize. I will not make that mistake again. We will be carrying out the 9 month evaluation soon.

**Chandra:** Motion to table until next month. Karen seconded, all in favour.

**Karen:** We wanted to discuss the update of your smart goals.

**Alex B:** Okay so, just throwing it out there, when we were doing our smart goals, we just wrote them so I'm going to read them. The first was to have weekly

executive meetings. We were doing well until January happened and now we are getting back into the swing of them. Also my other thing was listening to other peoples opinions, I hope I'm doing a better job at that. Just making sure that when I'm doing something I get everyone's opinions first.

**Katie:** So I went back to the goals that I gave AJ. My first was better planning. I think I have improved a lot. There are still areas that I'm slacking in that I want to work towards as new goals. I have been dedicated towards having more set tasks ahead of time with our student staff member because last semester I was very last minute with her. We are working towards things a month in advance so she knows what to do when she comes in. Chris and I had sat together in regards to events. What will the next 4 months look like? Etc. The next thing is to be more confident in my role, I have learned by taking a management class, that I am a "marshmallow". Meaning, I want things to be light and fluffy and so I have been working that when I speak up it is not a critical thing but its just me letting people know what my expectations are. I don't have to be ashamed of those things. I have been really happy when I speak up when its needed, etc. I'm being brief and concise when I speak to people. Incorporating better management skills and being more forward with people. The last one would be to encourage co-workers in a positive way. I feel like my own confidence has developed in the past couple of months and then I have spare time to encourage others. I am working on that and want to set time aside to challenge others.

**Scott:** Sorry I just have to leave for work.

*Scott leaves at 2:58PM.*

**Chandra:** My smart goal was, when I don't like something, to speak up. But reducing debate at the same time. I hope I have been doing less of that. I have a habit of researching everything and bringing the best outcomes to the meeting before people have the chance to look at it, so I have dialed that down. I have been using my banked hours as best as I can.

**Katie:** I haven't...but I will be.

**Aj:** Finance update?

**Alex B:** So everyone has access to the budget. So I'll just go over a few areas really quickly. We have inputted revenues from up until the end of December 2017. The

long-term plan was to have the Rack N' Shelf be self-sufficient. What would need to happen would be to have the same amount of revenue as we spent on clothing purchases. So we spent \$14 000~ this year on stuff for the Rack N' Shelf and our revenue was \$14 926. We are on par. If we buy more stock it just means we need to sell more. Incoming executives will just start fresh. With our salaries, we did approve an increase for everyone except Tiffany and that is reflected in the salaries for January 2018. We did have a Finance Committee meeting last week and realized that the travel line was way above but I just realized that we put some conference fees in the travel line. So that helps a bit even though we are still over and we are not done the year yet. We are currently \$331 over, and will need approval if we hit over a thousand.

**Chandra:** Why don't we do this now?

**Katie:** Why don't we wait until we near GA? Like the board meeting before GA? I think \$300 to \$1000 is still a big jump. Wait until we get closer to the \$1000 mark.

**Karen:** I agree. Let's wait. Then you can have time to think about where you can reallocate the money from.

**Chandra:** We will not be reallocating, we want to keep the lines the same and hopefully equalize at the end.

**Alex B:** just to say, the reason we are not reallocating money is because for next year the incoming need to see that the amount that was initially proposed was just too small. It will give them a better idea of what to budget for.

**Chandra:** It is going to be \$1100 for GA...we can do it later though.

**Nick:** We can't do this on the fly.

**Karen:** You'll just bring it up next time.

**Alex B:** Also, on VPCL budget line, it's shown that Katie has way overspent on Small Events and this is not within her to overspend. At the beginning of the year, we paid for the food trucks for Orientation and we are still waiting to be reimbursed so that is why her line is over. (Currently about \$3650 over on that line because of food trucks.)

**Alex B:** Motion to amend the agenda, seconded by Audrianna, all in favour.

**Alex B:** I'd like to talk about TDSA Cares. We need to gather our committee. TDSA Cares oversees political and community based campaigns. There's a representative for men's support, LGBTQ+, equity and accessibility, indigenous, environmental, etc. I am the chair of this committee and I'd like to hold a meeting. I'd like each section of TDSA Cares to have a week-long event/campaign. Is anyone interested in this?

**Melissa:** what is a campaign?

**Alex B:** Exactly what you're doing right now in the front, for Bell Let's Talk, is campaigning.

**Melissa:** What's the commitment level?

**Alex B:** Depends what we want to do with this. I'd like this mental health week to happen again maybe in March, outside of Bell Lets Talk.

**Audrianna:** I'm interested in helping.

(Melissa, joe, Alisia, were all interested)

Alex B to send out an E-mail.

**Karen:** Can students at large join TDSA Cares?

**Alex B:** Yes. Ashley is helping and showing interest as well.

**AJ:** I was the environmental rep last year. It was fun. I held a fair trade event. Lets people come in to promote their businesses, etc.

**Nick:** I did a women's self-defense class for mine last year.

**AJ:** Updates...elections?

**Alex:** Pick up your nominations until Friday February 2<sup>nd</sup> 2018. Campaigning begins on February 3<sup>rd</sup> 2018.

**AJ:** Valentine's vendor fair?

**Katie:** So for the week of Valentine's Day will be a large event. (February 12-14<sup>th</sup>). Trying to do a fundraising fair. One club wants to do a candy gram thing, we're going to have clubs who are selling a variety of things. One club is doing flower sales, one club is doing candy grams, Chandra used to do a thing called "crush for

a crush” (selling Crush soda and little Valentine’s to go with it). Variety of options. Jade wants to sell heart shaped dishcloths, (knitting club) if you have ideas for things, let me know.

**Alex B:** Also, the Valentine Fair is happening during the voting period which will be great. And there will be a photo booth happening as well.

**AJ:** Mental Health First Aid?

**Alex B:** Mental Health First Aid training is happening February 21 and 22, 2018. Which is on reading week. The Wednesday and Thursday. We will be providing lunch on the second day. It goes from about 8AM to 4PM each day. If anyone wants to sign up please E-mail me and I will get you registered. It’s a great opportunity to build your resume as this course typically costs \$150.

**Katie:** Could I call for new business with Executive Updates, can we do that now just to get it over with?

Chandra motion, Nick seconded, all in favour.

## **9. Executive updates:**

**Alex (president):** In beginning of January I was in Florida, and when I came back everything was in full swing. Getting together the elections committee was my main priority, scheduling/doing all the info sessions, gathering all the materials and getting the package together was my top priority. I am the Chief Electoral Officer which is a lot. Everything about elections goes through me. Still been going to my committee meetings. Also had a meeting with Bridgette from edge imagining, so more grad photos will be taken in March (26<sup>th</sup>-28<sup>th</sup>) so make sure you get your board headshot. Also doing the MHFA but mostly Tiffany.

**Chandra (VPUA):** Textbook Broke Campaign, helped with January orientation, went to Toronto a few times for Think Tank, for another paper we are writing (mobility and credit transfers) Brittany and I are working on this together. Also trying to decide on transition policy at OUSA, as we currently don’t have one. Tried to take a lot of time off to use my banked hours. Dealt with locker refund. Looked at the elections policy with ORD committee, planning on meeting again next month. Went to candidate information sessions.

**Katie(VPCL):** I kept the office open before the Christmas break and sold a lot of clothes and textbooks. Worked on preparing frost week stuff, January orientation, full week of events for frost week. We had a hot chocolate bar, 12 days of giveaways, have noticed an improvement in our social media, had a bowling night, soup and grilled cheese sandwich day, a lot of people were so grateful to have a free meal, succulent planting on the Friday. I think it was a super successful week. And then we had get involved week after that. I did a lot of planning for the elections marketing, tried to amp that up this year. We set up a booth in the hall, to get people's attention. Scheduled social media posts and have been going into classrooms to tell people about elections, ratified the knitting & crochet club (woohoo), I think that's going to be a really great club. Also sketch comedy group that is pending. We're just navigating how you're different from improv. And I've been dropping in on clubs because conflict is coming up as we know. A lot of clubs have been asking how to remove members etc. I've been trying to resolve a lot of these issues and attend their meetings so I can see what is going on.

**AJ:** Any other new business?

**Karen:** For further business can we talk about an emergency meeting or move it to the next meeting?

**Nick:** I don't think it should be at next month's meeting, that's far too long to leave it. Although I don't think we need an emergency meeting unless there are still more things that the board needs to hear.

**Melissa:** What's the difference between emergency meeting and closed session?

**AJ:** An emergency meeting is a pressing issue to have everything done and over with. Closed session is like the door is closed and everything that is said within the meeting stays in the meeting.

**Nick:** No, emergency is like we all have another board meeting, or if we have heard enough, then we can move into a closed session now and remove everyone with conflict of interest from the room, and discuss/decide right now.

**Alex:** I don't know if anyone else got the impression, but I think they would want to speak more and idk how they would feel if we moved into closed session without asking them and reading Athena's statement without them, since it really seemed like they wanted to hear Athena's statement.

**Katie:** Yes I think they wanted to read Athena's statement.

**Jagjot:** Can't we E-mail it?

**AJ:** I did already.

**Chris:** You're going to have to do this in an emergency meeting, including Sandra and Lexi and at that point, remove the conflict of interest individuals. Have more discussion in a closed session.

**Melissa:** So we have to have an emergency meeting?

**AJ:** Yes, then we can decide what will happen with the club during the closed session.

**Chandra:** I think the board needs to be concerned about if the suspension was valid or not. Whether they continue to run is a decision to be made by the board.

**Chris:** I was just going to say the same thing, you need to be careful about what decisions you're making. You have to follow your policies. Katie is voted in as VPCL, it is her responsibility to determine club suspension. The board needs to leave the decisions in Katie's hands. We are only talking about the validity of the suspension. Beyond that it moves back to Katie to how the club runs.

**Karen:** I agree. Just decide on the suspension. I would like to clarify with everyone involved because there were claims of bullying, I want to make sure that is all clear. That is the most serious thing.

**Alex M:** Bullying was claimed and brought to Jen's attention. If you read my email in full, I requested a Walk Safe because I have been feeling bullied. You will see how they go back on their word. Personally, I want that to be a focus. There have been issues of negative conduct.

**Karen:** Right and if you're feeling bullied then we have to address that.

**Nick:** That was my point of information, that falls under Student Code of Conduct. We are subject to the university bylaws.

**Chandra:** Can you share what Jen wanted to share with the group?

**Chris:** So because a student concern came to Jen regarding student safety, she has been addressing that issue as part of Student Code of Conduct. She has been

receiving a bit of resistance to gaining information and having a meeting with those members because they feel that that resolution doesn't have to be made until we make a decision here. Too many of these things are being treated separately when it is just one large issue. We don't have a conclusion about whether bullying has taken place or not.

**Katie:** I was going to say that with Alex's case of feeling bullied but Sandra has mentioned that Chandra and I have been bullying her as well. That is why we forwarded the emails to Jen because Sandra used the word bullying.

**Audrianna:** Its hard for me to figure out what I'm trying to figure out. I'm just trying to understand the situation. Is there some way we can have an outline, on paper, of what we are supposed to be doing here. I don't want to go around in circles.

**AJ:** Yes, for sure

**Nick:** There seems to be a lot of confusion about where the TDSA authority begins and ends.

**Katie:** I agree. I was going to say that if that's impacting clubs then that's my job. I've been elected to deal with this.

**Audrianna:** So we need to outline, what is Katie's job here, what's the TDSA's job here, what's Jen's job, on a piece of paper so we are on the same page.

**Nick:** Motion that the chair send out a doodle confirming an emergency meeting within the next 7 business days. Seconded by Audrianna, all in favour.

**AJ:** Would the board like to have an outline as per Audrianna's request?

**Chris:** As an action item, I can return as chair for the next meeting and I can research for that. To figure out what we are dealing with and start with that.

**AJ:** Anything else?

**Chandra:** Motion to adjourn meeting. Seconded by Nick, all in favour.

Meeting adjourned at 3:43PM.

## FEBUARY

Due to an emergency meeting and director availability this meeting was held exclusively online

The motions on the table was ratification of the Spring General Byelection and Increase the VPUA travel fund.

The Spring election

No discussion herd

Vote Passes 9-0-5 (COI includes Directors Ryan Ball Manikas Samra and Albrecht)

The travel line increase

Ryan asks for justification and projected amount

President Bursey eplains that it is due to the increased amount of conferences VPUA attended this year and reassured that it would only go over by \$2000 an amount covered by underage's in other lines.

The Vote passes 9-0-2 (COI includes the two VPS)

## Board Meeting Minutes March 20th 2018

Present: Sean, Katie, Chandra, AJ, Tiffany, Alex M, Alisia, Nick, Audrey, Karen

Guests: Alyssa P, Rayna P, Hema, Don Pierre, Daniel S, Julia

Absent: Alex B, Scott, Francesco, Rachel

Procedural Items:

Call to order at 12:09PM

Call for new business.

Chandra: Motion to move #6 to the end and do #8 first because of people leaving having to leave and we need quorum. Seconded by Katie, all in favour.

Chandra: Motion to move the athletics fee and convocation into Approvals. Seconded by Alex M, All in favour.

Katie: Motion to remove Stress Less Week from Updates and add lip sync battle/TDSA Last Blast, as well as VPCL hours. Seconded by Alisia, all in favour.

Approval of the minutes:

Katie: Point of information, the meeting happened online so we do not have minutes from that meeting.

Approval of the Agenda: seconded by Karen, all in favour. Approved.

Declaration of Conflict of Interest: N/A

## Approvals/Discussions/Updates

Executive Updates – Moved to the end

President (read by Chandra)

VPUA

VPCL

## Approvals

## Information/Discussions

### Convocation Fee Increase (approvals)

Chandra: We had a meeting with Joanne, who is responsible for convocation at the Peterborough campus. She was explaining because of our needs and not wanting to limit guests, the Ajax Convention Centre is no longer feasible for us. We are past the capacity (which is 600) and last year we had 800. This year, they're doing 2 separate convocations. The cost of it is really hefty, we ran deficit of \$8000. This year it will be \$11000 because of the 2 ceremonies. There is a small reserve available in Student Life budget to help make up for it. We have spoken about increasing the fee per credit, from \$3.29 to \$5.09. nearly a double increase. This is not the final number, but the increase has to happen. Other alternatives are limiting guests to 4 per student. Which is not ideal because people will want extra tickets. This way everyone pays their fair share. We have suggested, to get concrete costs for future years instead of randomly increasing it based on Ajax Convention Centre's prices, alone. The next 3 years we will look at Jubilee Platinum, by the lake, to continue to have 2 ceremonies each, and we can negotiate with Durham and UOIT to go to the Tribute Centre, and that will be cheaper if we only have to do one ceremony. We are going to have to go to a referendum this year if not next year for sure.

Nick: I don't think we can do a referendum this year, we don't have time. Exams are coming and getting people to vote will be difficult. We've also already done

one this year. Losing athletics and then moving to a referendum for more money will not sit well.

Chandra: Next on agenda, we have to go to referendum regardless because of the way that the Civic changed their fees. Which is more than 5% on our end. We can bring it back to the meeting next month. We don't have to vote today, we can table it, but we need something to bring to the meeting as consensus for the board.

Alex M: If we are having a referendum for athletics can we just lump it into one, then its just one E-mail and one time that students have to vote, etc. more concrete plans need to be in place.

Katie: We asked Hailee and Joann to come up with something concrete asap, so hopefully they can get back to us really soon if we want to run it with the athletics referendum.

Nick: Just to clarify, we're discussing the possibility of approving a referendum without a concrete question as of yet?

Chandra: We're trying to get board approval before even going to referendum. This is to give your thoughts to them, and hopefully get final numbers on April 5th when we have the next CASC meeting. If they don't, it'll be passed onto the next executives and they'll do the referendum with elections next February.

Karen: So we have to increase no matter what, I just think 40% is really high for a one year jump. Maybe take that back and say we would like something more realistic?

Chandra: That's just covering the costs and no surplus with 40%. It will still be penny pinching. She was explaining that in Peterborough, they also have extra collected, so before they pay for the ceremony, they already have the funds for next year. So it's a one year surplus in the account to plan for unforeseen events. Which is not possible in the short term, because that would make students pay double for the next year to prep that surplus.

Katie: Joanne mentioned that if students start paying a larger fee to go towards the Tribute Centre, they will complete the grad fee by the time they're prepared

to graduate. Its meant for 1st year students coming in, to pay for it beginning right now.

Alex M: I think its needed because there will be more students so by having a great increase you will eventually have to find a larger space, etc. I know its 40% but I think its only a few dollars for each student. If the meeting isn't until April, then there will be an issue with the exam period because students won't be paying attention to their E-mails and what is happening in the school. I don't know about athletics but if this could be tabled until September, that would be better. There will be more student engagement in September.

Chandra: We can make the recommendation to hold off graduation referendum but not athletics.

Nick: 40% is a shocking number but the extra couple of dollars doesn't sound as bad. My concern is that they don't know the numbers yet, they're just asking for a random increase. I'm skeptical of starting a referendum without finalized numbers and giving them the benefit of the doubt.

Chandra: The number they decided is \$5.09 but that isn't final, but we won't be approving as a board until we have final numbers.

Nick: So we are in favour of running a referendum simply to increase?

Chandra: We can table this vote but I want to be able to tell them that the board will consider once we have the numbers.

Alex M: Regardless we need to approve an increase, just a matter of what the number is.

Nick: We need to approve the referendum anyway in regards to athletics.

Katie: So the 5% increase is the maximum that we can do without a referendum, which would be 16 cents, I don't know if that means anything to anyone here.

Chandra: This wasn't an option but based on the information, Peterborough's graduation schedule is a full time fee, which is higher than a per credit fee. Are we interested in adopting that model? Every full-time student, pays \$16.46 as a flat rate for the year, and part time students pay per credit. That's what they do to maintain the surplus. So if you take 5 credits that's like \$25 for the year.

Alex M: I don't think we should adopt that model.

Nick: Final clarification, we are approving right now, to have a referendum at some point concerning athletics and/or graduation.

Alex M: Athletics has to happen regardless but we are deciding if graduation will be lumped in or leave for next year but a mandatory increase in convocation fee and whether we table for next year or we speak to that this year. Board needs to approve increase in the fees.

Chandra: We can move to table this today, any final thoughts?

Katie: Student services also looked into different options , they were talking about using a church and that wasn't cool with students, they got a lot of feedback saying no. Alex B and I looked into the Abilities Centre in Whitby, but very pricey, etc. We tried Iroquois Pad 1, which was too smelly...Jubilee is now an option because they've split it into 2 ceremonies. Whereas before we were just going with 1 ceremony so we were limited by searching for larger venues. If you could research banquet halls and let us know your ideas?

Alex M: We have so many golf courses I think that's an option to look into. Outdoor space for large ceremonies or have individual rooms as well.

Katie: The only thing with the outdoor options is that the grass is a huge problem and you have to pay for flooring which is very expensive. We looked into the Civic Centre fields as well but very pricey.

Chandra: Outdoor is fine but they have to have a back up plan if it rains. Last year in Peterborough they had to move the ceremony inside

Nick: Motion to table, seconded by Karen, all in favour.

Athletics fee increase:

Katie: As you know we went through a referendum which approved that it will be run by the university but did not approve an increase of fees. We are trying to figure out the contract with the Civic. There have been a few changes that they proposed. A few different options that are new as well.

Sabeela arrives 12:35

Katie: The Civic proposed an all inclusive membership that was never brought fourth in the past. It does increase the fees quite a bit. There's also the option of doing a 12 month instead of 8 month membership. Currently for 8 months, students pay \$78.90 and then the increase will go up to 13.3% , which is \$90. So today we're going to talk about if the board is in favour of the all inclusive membership, which we'd have to have a referendum for. Also, we need to talk about if you're in favour of the university fee going up as well. Would you want to cut down on programing to not have to do a referendum if you don't want an all inclusive membership?

Alex M: So its going up from \$78 to \$90 and then all inclusive is \$139. (level 2 membership plus university programming fee)

Nick: \$90 is what we already have, \$139 is if we want to expand.

Melissa: So the higher price is using it all year round and is programming ours or the Civic?

Katie: University programming, so the work that Chris and Aidan and Dan currently do. We'd have to hire a full time person to do athletics programming though because Chris has too much on his plate.

Melissa: So all of that is covered by \$139?

Chandra: So currently the right side is what the gym membership costs. We pay \$78 just for that. With the renewal the current offer is \$90 for an 8 month membership. We get half off their student membership, and their fee is going up. If we stay at level 2 we don't have to go to referendum, but our programming will take a big hit because we pay that out of those fees. If we want all inclusive, it goes to \$139. Just for the gym. Intramurals is a fee of \$108 currently, that will go to \$120, which is more than 5% and needs a referendum. All inclusive means including yoga and other specialty classes and that will be \$169 as the final number. Which includes the gym membership fee and enough to cover programming.

Sean: Does that include the 12 month too or just 8 still?

Katie: I'm not sure.

Sean: I think it's a good idea to go to 12 month.

Audrianna: The level 2 , at \$120, is our programming within Trent still going to take a hit at that number?

Chandra: No, because we'd go from \$108 to \$120, so that would include it.

Audrianna: And then the higher amount is getting the extra classes, etc?

Katie: Yes. It includes the add-ons for classes at the Civic. We also have numbers for how many people use it. Are you interested in those numbers?

Board: Yes.

Katie: Its pretty low to be honest. 232 students have used the gym membership from Sept-Dec.

Nick: I don't think we have the numbers to justify an increase in fees other than maintaining what we have. If we do 12 month and all inclusive stuff, there is no guarantee that those numbers will increase. Numbers have gone up this year because the university has put more into it, but I don't think we should increase the fees before we toss it over to the university. We won't have control of decreasing it in the future if we want. Maintaining the services is essential for those who do use the gym but we can't justify increasing everything.

Alex M: The numbers are really low. And just to add that we are a commuter school and most of us don't live on campus or near campus. I'm not going to come here and use the gym when I'm only here 3 days a week. I think we should maintain what we already offer and only increase to what is needed so they are not working in a deficit. We can offer to students that they can pay the discounted additional fees for classes if that's what they want.

Katie: A suggestion is that if anyone is on the committee, maybe there needs to be a focus to retain people and try to get more people to use it during Sept-April, hopefully then if more people use it then there would be a suggestion to increase it to 12 months. Promote the membership more and get more people over there within the next couple of years to get the add-ons. There are options to add classes but then every student would have to pay those fees.

Melissa: I agree. Within the next few years we will have a residence here and that may be a better time to look into it. To make 1300 people pay for it when only 200 use it isn't fair.

Chandra: How many people would want all inclusive?

(no hands raised)

Chandra: How many people want to increase to match what we have right now... \$78 to \$90.

Hands Raised: Alex M, Sean, Nick, Melissa, Audrianna, Alisia. (not official vote just a poll)

Nick: Just because its late in the year and I don't think this issue is going away, does any of the incoming board have opinions they want to share?

Alyssa P: Just a clarification piece, are we increasing the membership and then the fee of the university fee programming to incorporate the entire fee?

Katie: The membership is going up a little bit and then we are increasing the "Chris fee" on top of that, which creates \$120.

Alisia: Has anybody looked at any other gyms?

Katie: We looked into other options but the connection to the City is really important to stick with. Some private gyms also wouldn't accommodate us.

Chandra: We looked into the YMCA. But their fees were almost double, at around \$18.50 per month.

Don Pierre: I wouldn't care for the all inclusive but having a level 2 for 12 month would be really good.

Katie: I don't know if they proposed the price or if that's something we just didn't get to in the meeting. But there is a standard student rate to extend their price for the summer.

Don Pierre: Yes, I did that too but it costs like \$100. For 3 months. (Katie pulls up info)

Katie: So it would go from \$90 to \$130 if we got it for the 12 month instead of 8.

Nick: Motion to approve a referendum to increase to maintain our current level of programming, seconded by Melissa, all in favour.

Information/discussion

Executive retreat

Chandra: For transition this year we have decided to do a retreat. Its this coming Friday, after Turtle Tea Time. We are coming back on Sunday. We haven't gone over any budget lines, we are using a board training line, because a lot of people didn't participate in summer training. All 6 of us are going. Do you have any suggestions for what is to be covered?

We're going to do conflict resolution, budget, individual training, what we wished we knew when we started, understanding the roles, etc.

Alex M: Touch on stress management, conflict management, I know just being on the board for 2 years, those are the main issues that I have seen. The board next year is going to be fresh so that's really important for the executive team.

Alisia: Maybe discussing the relationship with executives sand the part time staff?

Audrianna: Also the relationship with the school in general?

AJ: Relationship with directors.

Audrianna: Motion for 5 minute recess, seconded by Chandra, all in favour.

Meeting continues at 1:16pm

Katie: Board of governors meeting is this Friday, it is like the board of the university, they come down once a year. If you haven't RSVP'd please do so. Its this Friday, it starts at 11am.

Chandra: Executives are required to be there, and board is optional. There's also going to be our Hands-on Exotics that day.

Updates:

-TDSA CARES, LGBTQ week:

Katie: (On behalf of Alex B) its happening right now.

-Grad photos:

Katie: They are happening March 26-28. Those who are missing their composite photos please go get your head shots done.

-Spring AGM April 3rd at 11AM:

Katie: Will be happening right before the Lip Sync Battle. The Board is expected to come. Incoming, please try to be there as well for our year in review, as well as club executives. Food is provided.

-Lip Sync Battle:

Katie: Happening right after AGM, from 12-2pm.

-Last Blast:

Katie: Happening on April 6th, my last event of the year. Pizza provided and hopefully going to be presenting Jade with her engraved plaque by then. There will also be a cash bar.

Alisia: VPCL hours?

Katie: So I have a lot of banked hours to be using. I will be sending out a club E-mail but wanted to let you know as well. I will not be in the office a lot. Tiffany has sent me an email to make sure I'm using my banked hours, I have been trying and a lot of things have been coming up so I will be taking them now. If you have any issues just make sure you're E-mailing me, and I will check it but I can't be here and also take hours at the same time. I'm using 74 banked hours and only able to work about 5 hours a week in the office.

Melissa: What's the price for the dance?

Katie: Nothing, its free!

Executive Updates:

President (read by AJ)

-Organized TDSA CARES pride week with Ashley noble

-Training manual for incoming president

-Attended meetings

-OUSA GA

-Went to Durham CASC meeting

-Semi Formal prep and attended the event

-Executive retreat prep

-Meeting with Leo and the TCSA about a board of governor proposal, to have a Durham student sit on the board

VPCL:

-Semi formal

-Used some banked hours

-SCC meeting regarding some club problems

-Attended CASC meeting

-Developed binder for training

VPUA:

-OUSA GA

-Working on policy paper and finalizing edits

-Wrote article for school

-Prep for retreat

-OUSA meetings

-Met with Kathleen Wynne

-CASC meeting

-PiHed nominations, Professor Aba won, but she does not know yet

-Helped with semi

-OUSA campaigns

-Sexual health paper

-Press release for OUSA

-Met with Granville Anderson

-Used some banked hours

Meeting adjourned at 1:31pm

**\*\*AJ uses gavel for the first time\*\***

CTO April 24th 10:25

AJ: Opening welcomes and remarks

AJ New shit

Motion to add JOBS OP BYLAWS JOB DISC 9-0 pass

Motion YIR email vote 8-0 pass

Motion min approval 8-0 pass

Motion agenda approval 8-0 pass

Katie COI on eval

Alex Executive

LGTB week

FB live

Presentation

Drag show

BOG lunch and training retreat

Meeting with leo about BoG seat

POST political debate

Grad picture prep and grad gifts

AGM and referendum passes

Smart kids dinner

Health plan up form 704 to 874 in usage

TDSA overview with Chris

## Chandra

Lots of fortnight

Three weeks off

Policy updates

Training

OUSA events

## Katie

Banked hours

Training nick

Evals

Last blast

Club wrap up budget and emails/survey

Nicks sarcastic comment

## Approvals

Motion be it resolved that the BoD approve a 5% increase in fees from 30.84 to 32.38 to cover the web student hit as sustained 2 years ago

Chandra expresses the executive support

Motion passes 8-0

Motion to amend the employment policy

## Chandra

Based on conversations we should remove CPI increase and fix the wages 20% above min wage

Shows exact wording on board

Nick I AGREE WE NEED TO DO THIS

Motion passes 8-0

Motion to change salaries to wages

Motion passes 8-0

Motion to remove paid vacation

Motion passes 8-0

Motion to talk about banked hours

Reads perposed new addition

Nick approval of EC and inform Bod to increase efficantcy

Katie I agree and its transparent

Motion to approve, COPY FINAL WORKING HERE

Motion passes 8-0

POI from Chandra people can talk

Motion to retalk about

Alyssa does not agree

Concept of banked hours explained to Alyssa by Chandra Nick Karen and Katie

Alyssa, OK

Audri plan for banked hours (Nick its in policy)

Chandra lets put them in both places

Alyssa lets add it

Motion to reamind 4.4 to add plan of action to executive subition to the board. Passes 8-0

Chandra

Motion to approve job disc update passes 6-0

Motion to increase Fatima and Brit wage to 14.45

Motion passes 8-0

Motion to change bilaws (Recommend to bring to first AGM)

Change HR to Post grad cert

Katie Why?

Chandra we have to clarify who they represent and expand the rep to all of post grad cert student

Audri please update to Include CYS and PHIL

Nick too close to Grad studies

Katie Motion to amend "director of business post grad"

Motion to discuss 8-0

Chandra.... No we need to rep all post grad

Katie What is the role of this person?

Nick We need to rep more specifically

Alyssa we need to rep all

Alicia what is the difference between them

Chandra we need to make sure no one is under reped

Katie we need the word in the title because the programs are broken and need to be fixed

Nick we are arguing over something that may not happen regardless of the name we are reping the same people regardless

Chandra this is a proactive

Alyssa it leaves it open and we don't rep Masters or PHD students

Nick No we don't that's reped by TGSA

Sabela no fourth year media classes

Chandra Calls question

Board votes on "Post grad Studies"

Passes 8-0

MUST GO TO AGM TO BE A THING

Chandra Op policy

Motion to RECESS

Motion passes 8-0

RESTART 11:37

Article 1.5 OP

Chandra who and how we can go to GA

Motion to talk about changes Passes 9-0

Sean comes to board meeting

Copy and paste working here

Motion to approve 9-0

Policy 4 adding work executive to language

And add the word Ececutive committee in place of Pres for changing of work week

Motion to approve 9-0

Chandra If work hours are sketchy board can refuse payment

Franchesco "If exec fail to submit hourly log to OC in order to recive pay"

Motion passes 9-0

Article 4.4

Chandra if you want to bank talk to EC

Work week cap with making the board aware

Motion passes 9-0

#### 4.7 Add article d

Chair must get everyone to sign an NDA who will be in a board meeting

Sean: OC as well

Chandra yes

Katie student employ

Nick Uni rep

Motion "all tdsa staff Bod and Uni leassion must sign NDA tasked to the chair" Passed 9-0

#### 5.8

language change to EC

Motion passes 9-0

#### 5.10 language change to ec

motion passes 9-0

#### 5.16

increasing hours form 15-35 pay from 100 to 250

Karen up it to 50

Katie recommend staying at 35 and incoming changing next year

Nick stick to 35 with action item to revisit in may

Audri Why more hours?

Chandra ensures that even neglectful executives give some kind of training.

Katie raises expectations of executives in may. There is a lot material.

Reflects market

Chandra agrees

Audri agrees

Chandra incoming?

Incoming..... yes

Motion passes 7-0 with 2 COI

6.1 e

change breakfast 10 dollar cap lunch 20 dollar cap dinner 30 dollar coverage cap

Katie I like it because its transparent.

Audri motion to approve

Motion 8-1 passes

Sean: favors flexability but not a big deal

Chandra motion to descuss 8-1 passes

Sean let them spend it how they please, trust people

Alicia dietary restrictions must be taken into account

Chandra EC can make exceptions, increase and make exeptions bases on extenuating cercomstance

Katie recommends reword "traditional mod follows the 10 20 30 three meals a day mod and should not be stacked for one meal

Nick recommends EC can change for extenuating cercomstnaces but has to let the board no

Chandra but what about weekly stuff

Katie take away the board thing due to privacy

Nick I agree

Audri I agree working change

Motion is to add EC approval circomstnaces

Motion 9-0

OP done

Job description for OM

Change name form OC to OM

Audri Why?

Chandra it better reflects the actual roll of the job and its expanding responsabulites.

Nick sounds better looks better

Katie we have added stuff and need to change the name

Motion to table 9-0 pass

Reports to Bod rather than Pres

Chandra Doing this to fix the problems with the evalutation system the OC cant handle reviews of their boss. Doing this fixes the problem

Audri change to BoG rather than pres?

Katie draws TDSA org chart

Karen this just works better reidorates previous points

Katie establishes trust

Motion passes 9-0

OC supervised by the EC

Motion passes 9-0

POI chris wants in the meeting

Karen in but no talking

Sean team sure

Audri how do they effect him

Audri wants speaking right for chris

Chanrda we didn't plan for this

Nick Declairs COI

Chandra calls question

Motion 3-3-1 AJ tie Breaks yes

Recess to get chris and food

RESTART 12;52

Compensation

Chandra pay going from 43990 to 47000 increasing by 1000 a year over a three year term capping at 50000

Tabled for 8-1

Tiff resigned her position incoming executive will be spearheading the hearing and such as they come

Audri run down of job description

Chandra proceeds to run down the job description and the changes/ addition their in

INSERT CHANGES HERE

Karen the pres can take on more tasks to relieve the strain on the OC/M

Chandra continues

Motion to approve changes to the JD

Motion withdrew

Katie does anything that need to be added

Sean Can we add in an age restriction

Everyone no

Katie we can do years of experience

Chris we hire students with NDA

Sean they can be current grad

Katie Yes

Chandra Motion to approve

Motion passes 9-0

Title

Chandra do we feel manager is appropriate

Audri YES

Motion to approve 9-0 passes

Compensation

Chandra

Katie POI how much is the current hourly pay

Chandra I think 23;32 we did not increase the wage in January because the budget did not allow but we can now. It is still under national average but its what we can do.

Nick we can afford it in the long term should it stay at this rate due to smart financial management by current we can up it but we don't recommend

Chandra the three year cap protects us in the long term and enables the position to turn over in that time

Chris how are we posting it, full time contract, probationary period

Chandra we talked about a one year contract with a two year extension but we are worried they will start looking elsewhere with more consistent values

Chris but probationary period

Chandra we will include it in the agreement

Motion to approve they increase

Motion passes 9-0

Motion to talk about transition plan

Passes 9-0

Motion to suspend minouts of 15min

Passes 9-0

Motion to resume minouts

Passes 9-0

Motion to offer the position of temp OM to Chandra Narra contingent on the continuation of the current OM

Passes 5-0 3 COI

Long term financial plan

Alex this is how we are affording this stuff. We have turned a profit enough to facilitate the full reorder of cloths. That means about 16000 new dollars injected into the new budget. Alone with the 5% increase.

Chris along with student increase

Audri shout out to alex

Alyssa love my sweater

Chris and current go over specifics

Katie create clothing policy action item.

Alex fetches Chandra

Chris leaves Alex Chandra Rayna enter

Evaluation

AJ third time doing this, three nine and twelve

Alyssa Julia leave

Breaks down the evaluation process

Insert numeric results

Marked improvement

Break down of individual performances.

Improvement breakdown.

Chandra and co thank everyone and goodluck.

MEETING adjourned 1:52