



Trent Durham Student Association

55 Thornton Rd. S
 Oshawa, On L1J 5Y1
 905-435-5102

Meeting: BOARD MEETING			
Date: October 28, 2020		Time: 1PM	
Place: ZOOM			
Members in attendance			
Rayna Porter President	Nathan Barnett VP of University Affairs	Meagan Atfield VP of Campus Life	Phuong Nguyen Finance
Kharrington Petgrave Student Engagement	Morgan Namek HR	Jessie Assaf Inclusion	
Regrets From			
Luke Horton Academics	Jeffery Ross Policy	Jewel Sission Community Outreach	Hema Tikaram Chair
Shannon Fielder TGSA Rep			
Absent			
Caelainn Smith-Cox Health & Wellness			

1.	Call to order – 1:21PM
2.	Land Acknowledgement - Presented by Porter
3.	Chair Remarks - Porter acting as chair, as per By-Law 5.5.2
4.	Approval of Previous Meeting Minutes Motioned by Atfield, seconded by Nguyen - Passed unanimously

5.	<p>Review of Action Items</p> <ul style="list-style-type: none"> - ORD to review for updating pay within policy <ul style="list-style-type: none"> - ORD has not had a chance to meet yet - Auditor talks for new director position, meeting first week of Nov - Additions to mission <ul style="list-style-type: none"> - ongoing - Stances page <ul style="list-style-type: none"> - VPCL added page, unpublished as of meeting
6.	<p>Call for New Business</p> <ul style="list-style-type: none"> - HR terms of references <ul style="list-style-type: none"> - Moved as item 12 (within minutes) - Director absenteeism review <ul style="list-style-type: none"> - Moved as number 10 (within minutes)
7.	<p>Approval of Agenda</p> <p>Motioned by Atfield, seconded by Petgrave</p> <ul style="list-style-type: none"> - Passed unanimously
8.	<p>Declaration of Conflict of Interest</p> <ul style="list-style-type: none"> - Namek for 10 (within minutes)
9.	<p>Executive and Board Updates</p> <ul style="list-style-type: none"> - No questions for the executive updates - Finance <ul style="list-style-type: none"> - Terms of reference within the agenda - Have students reaching out already <p>Assaf enters at 1:31PM</p> <ul style="list-style-type: none"> - HR <ul style="list-style-type: none"> - Terms of reference within agenda - Student Engagement <ul style="list-style-type: none"> - Terms of reference within agenda - Inclusion <ul style="list-style-type: none"> - Terms of reference for next meeting
10.	<p>Director Absenteeism Review</p> <ul style="list-style-type: none"> - Assaf declares COI - Per by laws, have to send regrets (preferably 7 days before) - Per by laws, if there are 2 absents without regrets, it comes to the board to vote on a recall referendum - Assaf having consistent connection problems, that is why missing meetings - Namek was having notification problems, now fixed - Porter and Tikaram have reached out, in good faith if organization had to reach out to someone who was not responding <ul style="list-style-type: none"> - ensuring that we are following best practice and own by-laws
11.	<p>Second Semester Policy Analyst Job Description</p> <ul style="list-style-type: none"> - Same as last semester's, different start/end dates <p>Motioned by Barnett, seconded by Petgrave</p> <ul style="list-style-type: none"> - Passed unanimously

12.	<p>Student Engagement Committee Terms of Reference Motioned by Atfield, seconded by Petgrave - passed unanimously</p>
13.	<p>HR Terms of Reference - Changing language from “will” to “may” in mandate around disciplinary actions - chair of HR committee - director of HR or chair of TDSA? Action item: Barnett to check with previous TDSA board’s minutes to clarify - more clarifying language around what it does within hiring practice - So that there is not a committee of 6 individuals interviewing student jobs - Adding “of student body” to “at least one member at large” for clarify BIRT that the TDSA hold the HR terms of reference until who chairs can be clarified with previous board minutes. Vote to follow in email.</p>
14.	<p>Finance Committee Terms of Reference - Emergency meetings not included, due to the committee being advisory, so the TDSA board would be the one meeting in the case of an emergency Motioned by Nguyen, seconded by Atfield - Passed unanimously Motioned by Namek, seconded by Petgrave - Passed unanimously</p>
15.	<p>Bookkeeping RFPs - RFP proposals reviewed by board - Exec team suggesting Baker Tilly - Exec team doing day-to-day work of bookkeeping at this time and would continue - Bookkeeper would regularly go through - Bookkeeper would lower fee of audit - Which TDSA paying significantly more than other organizations our size - No additional overtime/training fees - Would provide regular updates to board and finance committee - Provides board with greater assurance of budget - Third-party, neutral - Monthly review of finances - Errors easier to catch - Ensures TDSA is following laws</p> <p>Assaf exits at 1:57PM - Monthly catch up fees will be required - Needing someone to go from May 1st to review - Cheaper to have bookkeeper do monthly catch up than auditor to review and ask for changes - TDSA needing assistance in switching to QuickBooks Online</p> <p>Assaf enters at 2:02PM BIRT TDSA BoD approves the TDSA executive team to onboard the Baker Tilly team as bookkeepers, as per their proposal. - Motioned by Porter, seconded by Nguyen Passed unanimously.</p> <p>Assaf exits at 2:04PM Assaf enters at 2:04PM</p>

16.	<p>Fall AGM Date</p> <ul style="list-style-type: none"> - Required by by-law to have GM every semester - Want to include the audit in our fall GM, which would be in December - nonprofits have not been given the how-to of having GMs in virtual space - Given leniency due to emergency measures act, however unsure if the gov't will renew that and when it runs out - Reaching out to other SUs, to see how they have been doing GMs <ul style="list-style-type: none"> - others SUs have been sending out zoom links via student emails - Minimum membership of 20-25 students to meet quorum - GM would include <ul style="list-style-type: none"> - any changes to by-laws (i.e. new director position) - Any referendum questions (none standing now) - Looking at Mondays, after 2PM <ul style="list-style-type: none"> - Looking at December 14 - Will be online <p>BIRT President to reach out to the rest of the board to ensure Dec 14 is viable date for GM</p> <p>Motioned by Porter, seconded by Petgrave</p> <ul style="list-style-type: none"> - Passed unanimously
17.	<p>Closed session</p> <p>Motioned by Porter, seconded by Atfield</p> <ul style="list-style-type: none"> - Passed unanimously <p>Closed session entered at 2:14PM</p> <ul style="list-style-type: none"> - Budget updates <p>Closed session exited at 2:21PM</p>
18.	<p>Meeting Adjourned</p> <ul style="list-style-type: none"> - Agenda exhausted. <p>Meeting adjourned at 2:22PM</p> <p>Next meeting: November 28, 1PM.</p>