



Trent Durham Student Association

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

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| Meeting: BOARD MEETING | | | |
| Date: January 30 | | Time: 1PM | |
| Place: ZOOM | | | |
| Members in attendance | | | |
| Rayna Porter President | Nathan R. G. Barnett VP of University Affairs | Meagan Atfield VP of Campus Life | Hema Tikaram Chair |
| Jewelian Sisson Community Outreach | Phuong Nguyen Finance | Jeffrey Ross Policy | Lukas Horton Academics |
| Kharington Petgrave Student Engagement | Morgan Namek HR | Caelainn Cox Health & Wellness | Jessie Assaf Inclusion |
| Absent | | | |
| Shannon Fielder TGSA Rep (non-voting) | | | |

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| 1. | Call to order – 1:26PM |
| 2. | Land Acknowledgement - Presented by Tikaram |
| 3. | Chair Remarks |
| 4. | Approval of Previous Meeting Minutes BIRT TDSA BoD move this next meeting. - Motioned by Porter, seconded by Cox Passed unanimously. |
| 5. | Review of Action Items - President updated policy on website to reflect changes to salary - ORD has not been able to meet - August meeting minutes updated |
| 6. | Call for New Business - Addition of closed item - VPUA and VPCL salary and vacation rules added |
| 7. | Approval of Agenda - motioned by Atfield, seconded by Ross Passed unanimously. |
| 8. | Declaration of Conflict of Interest - Barnett for VPUA and VPCL salary and vacation rules - Tikaram for closed session item |

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| 9. | <p style="text-align: center;">Closed Session - entered at 1:35PM</p> <ul style="list-style-type: none"> - Motioned by Atfield, seconded by Ross <p>Closed session exited at 2:06PM.</p> |
| 10. | <p>Executive and Board Updates</p> <ul style="list-style-type: none"> - President put update in at top of meeting - VPCL accidentally put in December meeting, it's in the right folder one now - Environmental impact assessment question for President <ul style="list-style-type: none"> - Environmental board hasn't met this year, a lot of committees haven't been meeting - Focused on committees that are essential for university <p>Sisson exits at 2:09PM</p> |
| 11. | <p>Mask and Face Covering Policy</p> <ul style="list-style-type: none"> - Already had a policy, updated to include wearing a mask during curbside pick up <p>Motioned by Cox, seconded by Atfield</p> <ul style="list-style-type: none"> - Passed unanimously <p>Sisson returns at 2:13PM</p> |
| 12. | <p>Executive Transition Documents</p> <ul style="list-style-type: none"> - Not voting, this is for feedback from the board - VPUA <ul style="list-style-type: none"> - Updated intro letter and monthly - Was only updated earlier today, as VPUA thought it was in the December folder - President <ul style="list-style-type: none"> - Unable to access - VPCL <ul style="list-style-type: none"> - Unable to access <p>Motion to table discussion to next month.</p> <ul style="list-style-type: none"> - Motioned by Nguyen, seconded by Cox. <p>Passed unanimously.</p> |
| 13. | <p>Rack and Shelf Analytics</p> <ul style="list-style-type: none"> - Started to collect data from when we switched over to the square system (Oct) - first 3 transactions are free, all of the other ones are 10 cents + 3% <ul style="list-style-type: none"> - This is for online and in person - the highest we've paid on one day is just over \$6 <ul style="list-style-type: none"> - averaging >\$3 / month - Before was like \$20+ / month - Usually only seeing a few sales daily - Have stopped taking cash due to COVID, but may keep this up afterwards <ul style="list-style-type: none"> - Cash is most concerning (liability wise) for audits - Also have to do own math for GST/HST which is where errors can occur - Have been able to continue when doing curbside as we can bring machines out - Looking to eventually have catalogue for textbooks online <ul style="list-style-type: none"> - Likely won't be this year, but will help address errors and make it easier after brunt work is done - Will have cash come in/out (student bake sales, etc.), but should have policy and full time workers to address this |

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| | <ul style="list-style-type: none"> - Not an issue right now with COVID and curbside, but before we start to redo cash, need a procedure and expectations for cash |
| 14. | <p>VPUA and VPCL Salary and Vacation Rules</p> <ul style="list-style-type: none"> - In effort to decrease errors, looking to change some things <ul style="list-style-type: none"> - 2 options <ul style="list-style-type: none"> - Equalize pay outs (insteads of more in summer, less in winter) <ul style="list-style-type: none"> - Would take existing rates and do this - Move VPUA+VPCL back to hourly rate, vacation is not accrued and taken but instead paid out 4% vacation (as per employment standards) - Hourly creates issue had previously of banked hours <ul style="list-style-type: none"> - Could have ED helping that, but creates a weird dynamic as ED is exec employees - If equalize, would just remove changes in hours expected to work and equalize it - Equalize has less opportunity for potential abuse - Equalize would mean salary would be the same, the salary would be divided equally among the pay periods <ul style="list-style-type: none"> - Seems the most logical - Currently have discrepancy <ul style="list-style-type: none"> - get paid out more in summer, less in winter - if salary, entitled to time off <ul style="list-style-type: none"> - So not paid off in 4% in each pay period - However, if salary equalized it does not matter when the vacation is taken as hours are equal throughout the year - Salary could cause issues of when you work more, you don't get paid more <ul style="list-style-type: none"> - Expectation to complete your job roles - Also people would have this expectation of salary going into it - Salary can make it easier to take vacation because you don't have to worry about saving up and paying out - This role has 20 paid days off, anything longer is realistically a leave of absence - Salary reflects these roles/sector more accurately - Focus of this discussion is either continuing higher payments in summer, lower in winter but have to move back to hourly OR keep salary and move to equalized payments <p>BIRT TDSA move to equalize salary payments.</p> <ul style="list-style-type: none"> - Motioned by Horton, seconded by Cox. <p>Passed unanimously, Barnett abstained.</p> <ul style="list-style-type: none"> - Looking to move chair from monthly paid on first of the month to bi weekly - Not changing how much they're paid - Makes it easier for auditor and bookkeeper <p>BIRT TDSA move chair payments to biweekly.</p> <ul style="list-style-type: none"> - Motioned by Nguyen, seconded by Horton. <p>Passed unanimously, Cox and Ross abstained.</p> |
| 15. | <p>Adjournment - 2:50PM</p> |